Texas Department of Health
Meat Safety Assurance Division
Policy and Procedure Guide

September 2002

Replaces previous editions, incorporates & supercedes policy messages 95-1 through 99-1, and Notice 94-006.

SECTION 1

MSA ADMINISTRATIVE GUIDELINES

Non-Discrimination Policy

It is the policy and intent of the Meat Safety Assurance Division that there be no discrimination based on race, color, creed, religion, sex, age, physical handicap or national origin in any employment practices including recruitment, hiring, firing, promotion, training, job assignment, compensation, career counseling, privileges or other conditions of employment.

A substantiated allegation of discrimination by an employee of the Meat Safety Assurance Division will be grounds for immediate dismissal.

Former employees of state inspected establishments, as well as relatives of establishment officials, may be hired as inspectors but may not be assigned to an inspected establishment owned or operated by a relative or where previously employed unless:

1. Five years or more have past since last day of employment

OR

2. Establishment ownership and management has changed.

Employee Certification of Work on a Single Federal Award

According to the Office of Management and Budget Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments", Attachment B, 11.h(3), dated May 4, 1995:

> Where employees are expected to work solely on a Single Federal award, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee.

During July and January of each year, Supervisors of MSA employees shall certify, using MSA form 2, that each MSA employee worked solely for the Meat Safety Assurance Division during the previous six months, and if not, specify which other programs the employee worked for. The completed form should be submitted to the Meat Safety Assurance Division Central Office in Austin before August and February 1 of each year.

Requirements For Drug-Free Work Place

The Texas Department of Health Personnel Manual, Section 303, Drug-Free Workplace, states that TDH will provide a drug-free workplace. Supervisors should review the TDH policy for providing a drug free workplace and, during the performance journal closeout period, provide a copy of MSA 3, Notice To Employees Covered By the Drug-Free Workplace Act of 1988, allow the employee time to read the notice and sign the form. A copy should be placed in the employees performance journal; send the original to the Meat Safety Assurance Division Central Office in Austin.

Staffing Guidelines

It is MSA policy to provide adequate inspection to accomplish our mission with a minimum of inconvenience to the inspected firm and with a minimal cost to the taxpayer. Each inspector's position must be justified on the basis of an adequate workload. Regional MSA Program Managers will reevaluate all jobs in their region on an annual basis and submit an updated staffing chart and plant staffing worksheets in proper format to the Austin office by March 1 each year. Plant profiles , MSA form 67 and Procedure Worksheet, MSA form 67-1, should be submitted by February 1 of each year. When using job codes on MSA-66, use the inspector's budget and item number.

When an inspector position becomes vacant and does not need to be filled due to change in workload, the vacant position will be transferred to the Central MSA budget before or during the next action plan/budget cycle. The regional MSA program manager is responsible for initiating the transfer.

When a vacant position is to be filled, the Regional MSA Veterinarian will contact the MSA Division Director regarding posting of the position before sending a request to fill the vacancy to the regional personnel office. When posting for an Inspector position, include in the posting that a math skills in-basket exercise will be administered as part of the selection process. The math skills in-basket exercise will require the applicant to demonstrate an ability to add, subtract, multiply, and divide fractions and whole numbers, and a working knowledge of decimals, percents, and parts per million.

Inspectors must have the ability to distinguish between colors, therefore, following the interview and selection process, but before offering a position to an applicant, the applicant will be required to pass a color vision test administered by the designated Regional staff. Alternatively, all applicants may be screened prior to the interview and those passing the color vision screen will be eligible for interview. If there is no person qualified to administer the color vision test assigned to the region, the selected applicant should have the color vision test administered by their physician, optometrist, or other qualified professional. The applicant must present the results of the exam before being employed. The color vision results must indicate normal vision.

Once selected, the newly hired inspector must, within the six month probationary period of employment, pass the math skills test as administered or issued by the FSIS. The test shall be the test required by FSIS as a prerequisite to attending FSIS Basic Processing Class. The passing grade shall be determined by the FSIS. It is currently a 70 out of 100 score. The probationary

inspector will be given the Mathematical Calculations Guide for Meat and Poultry Inspectors by the eighth week of employment. The test should be taken within three (3) months of employment date. If the employee fails the test, he/she may take the test a maximum of two (2) additional times. The last opportunity to take the test shall be no more than two (2) weeks from the end of the employee's six month probationary period. If the employee does not pass the test within these time and frequency limits, s/he will be deemed incapable of fulfilling the demands of the position and employment shall be terminated.

An Inspector is expected to have successfully completed FSIS Courses 305S and 521S, or other courses deemed equivalent by the Director within 1 year of employment, before being assigned as an Inspector in charge (IIC).

Odd-Hour Inspections

A limited number of odd-hour inspections should be made to determine if unauthorized operations are being performed. The Regional MSA Veterinarian shall determine when and where such inspections are necessary. A record of these odd-hour inspections should be maintained in the regional office. If travel is involved in performing odd-hour inspections, an explanation should be included in the appropriate travel voucher.

Travel Expenses

Each Regional MSA Veterinarian is charged with the responsibility of achieving maximum economy and efficiency with regard to travel expenses incurred by regional MSA employees. In meeting this responsibility, the Regional MSA Veterinarian must ensure compliance with current travel regulations, and must verify the accuracy of each travel voucher. Following are specific items which must be checked:

1. Ensure that only necessary travel is performed, and that such travel is performed only in the manner as approved and directed by the traveler's supervisor.

2. Ensure that an employee's headquarters is that location which is most economical and effective for the performance of his state duties. Headquarters assignments must be approved by the Regional MSA Veterinarian.

A traveling state employee may return to his headquarters daily or on the weekend rather than stay out at the state's expense and by so doing the expense involved shall be considered state business, providing however, that the actual expense involved, including per diem, mileage or public transportation in returning to headquarters daily or on weekends, shall not exceed the per diem allowance the employee would have received had he remained at his post of duty.

3. Ensure that inspectors' travel vouchers are supported by work reports.

4. Ensure that all mileage claimed is in accordance with the official State Mileage Guide.

5. Ensure that no intra-city mileage is claimed to or from an employee's residence except as provided by the current Department Travel Allowance Guide for extraordinary circumstances, and travel outside of normal working hours.

6. Ensure that meal reimbursement claims are for actual amount spent up to the current state maximum allowed.

7. Ensure that the purpose of each trip, and the character of the official business performed is clearly shown. Do not permit the use of "As directed by the Regional MSA Veterinarian".

8. Ensure that plant names and addresses are used when the traveler is claiming intra-city mileage, and that cities and plant names are used in claiming inter-city mileage.

9. Carefully check the travel vouchers of employees whose city of residence and headquarters city are different. Ensure that such employees' travel claims comply with regulations, and that an employee is not permitted to manipulate his itinerary in order to claim mileage or per diem to or from his city of residence.

Other Expenses

Since 50% of the MSA budget is provided by federal grant, we must comply with federal guidelines when making purchases. Any single item expense in excess of $499.00 requires prior approval. The Bureau-MSA Finance Officer should be contacted whenever such an expense becomes necessary.

The central office will provide new employees with all required items for inspection with the exception of safety boots and frocks. These items, and replacement items, are to be provide by the regional program.

When it becomes necessary to replace worn equipment items, the inspector should present the old item to his/her supervisor in exchange for a new item. Non-working light meters should be returned to the central office for exchange.

FAIM Computers

Every inspector is provided a Field Automated Information Management (FAIM) computer after attending FAIM computer training at the FSIS training school at College Station, Texas. The computers are issued for official use and may not be used for personal use. Each inspector is responsible for safekeeping and proper care of the computer issued to him/her. Inspectors should

use the computers for performing official duties, including preparing reports such as noncompliance records.

The FAIM computer also provides an e-mail system to facilitate communication. MSA is charged by the minute for on-line time, whether using a local number or a 1-800 number. Therefore, MSA policy regarding the use of e-mail requires inspectors to check their e-mail only once every workday by using the synchronization feature, but should check their e-mail every workday. This allows the inspector to retrieve all the mail in the FSIS mailbox assigned to the inspector as well as send mail prepared offline by the inspector and delete old message from the FSIS system. The synchronization should take less than 5 minutes to accomplish each day. Inspectors should not logon to the system more than once per day. Even with this limitation, e-mail is much faster than traditional surface mail. If there is a particularly critical issue that requires more frequent communication with other inspectors, supervisors, or MSA central office staff, the communications should be accomplished by telephone.

Periodically, FSIS will announce updates to technical documents such as PCDIALS. The inspector should download the updates by following the instruction issued in the message. This downloading may take longer than five minutes.

Work Schedule Agreements

The Regional MSA Veterinarian will establish and document, on Form MSA-56, the standard plant working hours for each establishment in his/her region. This will be established in cooperation with plant management by consideration of such factors as production needs, and available inspection coverage. Generally, the plant work schedule should not exceed eight hours a day, five days a week or forty hours.

Overtime and Holiday Services

@ Overtime will be charged for time worked any time a slaughter plant, or a plant that does not have a good performance history or does not have effective SSOP and HACCP plans, works over eight (8) hours in a single day, more than 40 hours in a week, or more than 5 consecutive days in a week. In the event a plant has a work schedule agreement that is less than eight (8) hours per day or less than 40 hours per week, and works in excess of the time agreed on in the work schedule agreement, but not more than 8 hours in a day or 40 hours per week, the plant will not be charged overtime unless the unscheduled work actually resulted in overtime accrued by the inspector. In most cases, with adequate (i.e. 24 hours) notice, the inspection should be provided without the inspector accruing overtime.

@ When a plant works on a holiday, the plant will be given the same percent of inspection coverage as is given during non-overtime situations and will be charged for the actual time incurred by the inspector, but not less than two hours.

A minimum of two hours overtime will be charged for each unscheduled "call out" for inspection service such as night, holiday, Saturday or Sunday, when the inspector was called back to work during non-duty hours. Calculation for charging time for a "call out" situation begins when the inspector departs for the establishment and ends when the inspector returns to his/her residence or

other similar final destination.

Free inspection may be provided for a second eight-hour shift under the following conditions:

- It is impossible to obtain the necessary production during the regular shift plus overtime.
- There is a complete second shift and the shift will normally work eight hours per day.
- Production will be of adequate volume to create an inspection workload of 50% or more.
- Inspectors are available, or can be made available, for the assignment.

In multi-inspector plants, the inspector's work hours may be staggered in order to minimize overtime charges provided:

- There is an adequate reduction in work load at the beginning and end of the work day.
- Overtime will be charged when any one departmental shift (boning operation, sausage kitchen, etc.) works more than eight hours in any day.
- Additional inspectors are not needed as a result of such staggering.

If, in the judgment of the Regional MSA Veterinarian, conformance with the standard work day or work week is not in the best interest of the program, such standard work day or work week may be varied or extended without overtime charge to the packer provided that the plant operates within the 8 hour per day, 40 hour per week limitation. Split shifts, staggered shifts, patrol, and limited inspection may be used to provide as flexible a plant schedule as possible, and to utilize program personnel in the most efficient manner. In making all scheduling decisions, the Program Manager must make every effort to keep all overtime reduced to an absolute minimum.

@ A processing plant may work an unlimited number of hours each day, seven days per week and on holidays, if the plant uses an effective Hazard Analysis and Critical Control Point (HACCP) plan for each process, has implemented and maintained an effective SSOP, and has a good performance history.

@ Plant management must reimburse the Department for services rendered in overtime and holiday situations if not authorized to work unlimited hours under their SSOP and HACCP plans. The current hourly rate for overtime and holiday inspection services shall be charged in one-half hour increments.

The following procedure will apply for the collection of payment for overtime services:

1. The MSA-53 will be completed to include the amount of overtime worked and amount of money due the Texas Department of Health. After completion of the form, it is to be signed by the inspector, and the plant owner or manager. The regional office will promptly mail the original MSA-53 to the Central Office in Austin. All overtime will be billed to meat plants by the Central Office.

2. Meat plant management will mail payments directly to Austin in response to invoices mailed to them from the Central Office.

3. If for any reason the plant management fails to pay the amount due, a "Second Notice" will be sent to the plant with a copy to the regional office.

4. Upon failure of plant management to pay "Second Notice" invoice, a final notice letter will be mailed, notifying plant that all overtime inspection services are stopped. A copy of this letter will be sent to the appropriate region, and the regional office will be responsible for notifying the inspector of action to be taken.

5. When past due payment is received, the region will be advised that the account is current, and that overtime inspection services may again be provided upon request.

Working Hours for MSA Staff

The following Attorney General's Opinion (WW-644, dated June 15, 1959) regarding working hours is quoted in part for guidance:

> "In our opinion the Legislature has authorized the various departments to prescribe the hours to be worked by regular state employees consistent with the nature of the duties to be performed, especially when those duties will not fall into the regular 8:00 a.m. to 5:00 p.m. workday or the forty hour week. In view of the nature of the duties to be performed by the inspectors in question, you are advised that you are authorized to establish the hours such employees will work and the hours they may be let off, so long as such employees meet the minimum requirements that regular state employees work at least or in excess of an average of forty hours per week."

The above opinion means that if an employee can be more effectively utilized in four ten-hour days or four nine-hour days and four hours on a fifth day then such utilization may be authorized, according to regional policy.

Voice mail may be used to take calls outside of normal working hours, but may not be used to take calls on those holidays that are required to be staffed with a "skeleton crew" in lieu of staffing. Voice mail messages must be returned on the first day of return to the office.

Daily Time and Attendance Report

Auditing requirements dictate that all MSA employees including veterinarians performing MSA duties, maintain a time and attendance report. The Employee Work Record (MSA-52) was adopted for these specific auditing purposes and is to be maintained in a current manner, signed or initialed by the appropriate supervisor, and kept on file in the regional office. The MSA Program Veterinarian may maintain a log or other equal documentation of travel in lieu of the MSA-52.

The MSA 52 is required in addition to, and does not affect the requirements for, the Department's Employee Time Record (Form No. B-53) or Budget Time and Attendance Report (Form No. B-67), which are submitted monthly for budgeting and leave purposes.

The B-53 must be completed accurately including using the appropriate activity codes. Use the following codes as indicated:

482 - Talmadge Aiken Premium Time.

Use to record OVERTIME worked or TIME WORKED ON A FEDERAL HOLIDAY, for which USDA will bill the plant. Also used to record voluntary time worked in a T/A plant. Travel costs incurred for the purposes of voluntary inspection in T/A plants are to be charged to this activity code.

483 - MSA Admin.

Use to record administrative **AND** clerical time worked or travel cost incurred by the division director and by clerical personnel. This code may not be used by regional MSA veterinarians or meat inspectors.

485 - In-plant Inspection.

Use to record time worked or travel costs incurred by regional MSA veterinarians and meat & poultry inspectors in the performance of their routine MSA duties. This code may not be used by clerical personnel.

487 - State Voluntary Inspection.

Use to record time worked and travel expenses incurred in providing meat inspection services for non-amenable products in State inspected plants.

490 - State Overtime Inspection. Use to record overtime worked or time worked on a state holiday for which the central office will bill the meat plant.

Regional Responsibilities

The inspector prints his/her name and signs on the top, right side of the Procedure Schedule (PS) received from the MSA Central Office and performs the inspection procedures assigned. The inspector annotates on the PS whether the procedure was performed, indicating the appropriate trend indicator for each noncompliance finding. The inspector prepares a noncompliance report (NR) for each noncompliance identified and enters the NR number on the PS under the description of the procedure performed. When a procedure is not performed, the inspector will document the reason in the space below the particular procedure not performed, using the following codes:

Not Performed Codes:

B – Product not produced at this time
C – Plant not operating at this time
D – Performing slaughter duties
E – Staffing shortage due to inspector absence (inspector is absent or covering assignment of other inspector(s) due to other inspector absence)
F – Plant too far from other plant(s) to visit this day
G – Performing other assigned inspection procedures
H – Performing other unassigned inspection procedures
I -- State holiday

At the end of the period covered by the previous PS mailing, the inspector mails the completed PS and **copies** of NRs that were **closed** since the last time PS were mailed, to the regional office. The NRs must include the action taken or planned by plant management to correct the noncompliance as well as future planned action to prevent repeat noncompliance. When the non-compliance was due to SSOP failure or failure to meet a Critical Limit under a HACCP plan, the Corrective Action (CA) will have been written in the plant's CA documents. If the plant did not repeat the CA information on the NR, the IIC must do so, while making it clear that it was the IIC who filled the information out on the NR. In instances where plant management is not required and does not make its action known verbally or in writing, the IIC must include an explanation on the NR as to the basis upon which s/he determined that immediate and further planned action were taken and effective, leading him/her to close the NR, e.g. that they observed that a damaged wall was repaired, or that there has not been a recurrence of a missed monitoring step in a HACCP plan in x period of time.

Regional supervisory staff reviews the PS and NRs to ensure the PS and NRs are properly documented and apply their initials or signature to indicate that they reviewed the documents. If corrections to the NR are required, the NR should be amended by the IIC with advice from supervisory personnel. It is the amended NR that will be submitted to central office (CO). If amendment of the NR will change the information on the PS, corrections should be made and the PS forwarded to the central office (CO) without waiting for the amended NR to be routed to the regional office. The regional administrative technician, person designated by the program manager, or the IIC enter data into the Procedures Not Performed database program indicating the date, inspector's name, establishment #, and reason for not performing inspection procedures and forwards the file to the CO by the 15th of each month. The administrative technician forwards the reviewed PS and NRs to CO within 1 week.

Inspectors submit samples to TDH or USDA lab as requested, required by PS, or according to MSA policy. Inspectors submit copies of TB test request forms and STOP/FAST logs (MSA 49) to regional office for review; regional office reviews and forwards to Central Office by the fifth day of March, June, August, and October. Negative reports are required. Region submits residue sample request compliance report (discussed at MSA meeting in August, referred to as log) to CO 5 weeks after latest due date on the request forms. Unfilled sample requests should be held at region for 90 days and then may be discarded.

Regional supervisory staff documents in-depth reviews performed on MSA form 59-1 and 59-2 and on a Review Log. Regional Staff documents CE establishment reviews on MSA 59-4 and 59-2 and the Review Log. Regional program managers and/or supervisory staff review the adequacy of the reports and forwards to Central Office with completed Review Log by the 5th working day of the month.

Central Office (CO) Responsibilities:

Sends procedure schedules (PS) to inspectors assigned to official state inspected establishments approximately every two weeks. (PS for TA plants are sent from USDA office)

Enters PS data from official state inspected establishments into PBIS system and routes PS that have appended NRs to the assistant division director. The assistant division director will review at least 20% of the NRs for QA purposes.

Files completed PS from State inspected establishments; USDA-FSIS maintains files of PS from TA plants.

Logs sample reports received from the various laboratories in the Laboratory Sample Log. Data from residue and tuberculosis sampling reports submitted from the region will also be entered into this log.

Documents, on MSA form 59-1 or 59-4 and MSA 59-2 as appropriate, regional reviews conducted by the support team. Each review will be documented on a review log.

Documents planned and programmed compliance reviews on MSA form 511 and rendering establishment reviews on MSA-14 form. The program director and/or team leader will review the reports for accuracy and adequacy. The reports will be recorded on a Compliance Log.

Files all reports represented by the various logs.

Report Logs:

PBIS – log of daily inspection performed by inspectors.

FAST/STOP Log (MSA 49) – log of STOP and FAST tests performed

Review Log (MSA 81) – log of plant reviews performed by regional and central office staff.

Laboratory sample log – log of samples submitted and reported by the laboratory, plus samples submitted for residue and TB testing. (Central Office computer log)

Compliance log – log of daily planned and random compliance and rendering establishment reviews conducted (Central Office computer log)

Procedures Not Performed Database – record of PBIS procedures not performed and reason for non-performance

All logs except PBIS will include date of inspection or collection, inspector, and region. PBIS log will contain plant name, date, and region.

Work Reports

@ Weekly work reports, MSA-53, are to be annotated daily by the IIC, and sent electronically to the regional office weekly. Paper copies of 53's that have premium time worked by the plant should be forwarded to the Austin central office, through the regional office, without delay, for billing purposes. A copy should be retained in the regional office to be used when consolidating the weekly reports. At the end of each month, the regional office should prepare two consolidated work reports (one for State plants and one for TA plants) for the month, and send them to the central office no later than the fifth working day of the following month.

In completing the MSA-53, as it relates to processing operations at official establishments, report the pounds of finished product as the processing pounds inspected. Frequently product is subjected to more than one process before it is completed, i.e., boning, grinding, then smoking. Only report the amount of pounds produced and labeled, regardless of how many processes were conducted in preparing the product. For condemned processing product, report the pounds condemned, regardless at what step in the process the condemnation occurred.

For condemned carcass and parts condemned in the slaughter department, report as number carcasses or parts rather than lbs. Condemned livers are reported as number of livers condemned.

@ Each region shall also complete the Work Measure Summary Report, and submit to central office no later than the 5th working day. For reporting purposes, work months end on Friday. Use the following definitions for completing the Work Measure Summary Report:

MSA WORK PLAN DEFINITIONS

1. **Ante-Mortem Inspection** - Inspector's observation of animal on official premises prior to slaughter. On some occasions an animal may be kept overnight and will require an ante-mortem inspection again and should be considered as another ante-mortem inspection, unless held overnight as a suspect for veterinary inspection. In pre-approved cases official premises may be extended to include the ranch, such as in exotic game slaughter. Includes animals that are "dead in pen".

a. **Number of Suspects Identified** is the number of animals identified as other than normal requiring veterinary disposition. Animals that are dead in pen on ante-mortem are reported as suspects, but are condemned by the inspector.

2. **Post-Mortem Inspection** - Inspector's observation/inspection, at slaughter, of carcasses of animals that received ante-mortem inspection.

a. **Number suspects not identified on AM** are those animals identified during post-mortem inspection as other than normal, excluding those previously identified on ante-mortem, and are held for veterinary disposition

3. **Condemnations and Denaturing**

a. Number of animals "finaled" by veterinarian
b. Number of animals condemned by the veterinarian
c. Number animals condemned as dead by the inspector
d. Number of animals discarded (and destroyed) by plant management after being presented for inspection. Animals discarded by plant management after being inspected and passed are reported as inspected and passed; animals discarded by plant management before being presented for ante-mortem are not reported.

4. **Review of Custom Exempt Plants**

a. **Number of Custom Exempt Plants** - The number of CE only plants in area of responsibility

b. **Custom Exempt Plant Reviews** - The review of custom exempt plants by an Inspector in Charge, Supervisor, Program Veterinarian, or Program Manager using an MSA 59-4 for documentation.

5. **Technical Supervision** - Direct observation, by an MSA veterinarian, of the inspector performing ante- and post-mortem inspection.

a. Number of hours of technical supervision of slaughter inspectors provided by DVM.
b. Number of Inspectors with slaughter assignments assigned to region.

6. **Surveillance Activity**

a. **Meat Samples** - Meat samples submitted to lab for qualitative/quantitative analyses. Report each type test requested.

1. **Fat** - Total Fat
2. **Moisture** - Added Water *
3. **MPR** - Moisture: Protein Ratio
4. **AW** - Water activity for shelf stable products not containing nitrite or pH below 4.6
5. **PH**
6. **Other** (as marked on MSA-50)

* When requesting added water, mark added water and list any sources of protein other than meat that are in the sample on the lab request form, MSA form 50 - report as Moisture; for MPR mark total water and total protein, or write MPR in an "other" block and check that block on the MSA form 50 -- report as MPR.

b. **Residue Tests**

1. Residue tests performed (STOP/FAST)
   A. Positive STOP result
   B. Laboratory confirmed residue in carcass or part
2. Samples submitted to lab for the National Residue Monitoring Program (sample request received from central office on FSIS form)

c. **TB suspect** - Samples submitted to USDA for TB test.

d. **Food Microbiology** - Samples submitted for testing for pathogenic microorganisms (bacteria) - ready-to-eat products, carcass swabs, and raw ground products.

e. **Histopathology** - Tissue or other samples submitted by the veterinarian for confirmation or verification of disease process.

f. **In-depth Reviews** - In-depth reviews of a facility annotated and recorded on an MSA-59-1 and MSA-59-2. (Reported as performed by supervisor or Program Manager).

g. **Daily Sanitation Inspection** - either pre-operational or operational inspections annotated on PBIS schedule or Procedure Schedule.

7. **Enforcement Actions** -

a. Report the number of times retain tags were applied to products to prevent distribution of adulterated or misbranded products. If more than one tag is required to retain products for the same reason, report it only once. **Do not** report tags applied to carcasses for the purpose of holding the carcass for veterinary disposition or further trimming. **Do** report tags applied to carcasses that were retained due to failure of zero tolerance for feces, ingesta, or, milk or retained for other adulteration.

b. Report number of tags applied to equipment or departments due to noncompliance.

8. **Citizen/Community Activity**

a. Education Programs - Meat food safety and/or inspection education programs presented to community or school groups.

b. Number attending program - Refers to audience size

c. Media Contacts - Media publication releases or interviews granted regarding meat food safety and/or meat inspection.

9. **Facilities in Non-Compliance** - Establishments that have repeated deficiencies linked to the same root cause or have not met one or more basic requirements, such as generic *E. coli* testing, and have been issued a notice of intended enforcement such as a Notice of Intent to Recommend Enforcement Action.. (Auto-computed - do not enter number on this line)

a. Number of facilities identified to be in noncompliance previously and have not yet made correction to be in compliance.

b. Number of facilities identified during the current month as being in non-compliance

c. Number of facilities that have made corrections to eliminate the noncompliance status

10. **Complaints** -

a. **Complaints received** - Report all complaints received regardless of the legitimacy of the complaint.

b. **Jurisdictional complaints received** - Of the complaints reported in 11a., report here those complaints that you have jurisdiction to do something about (i.e., the complaint is relevant to or covered by our laws and regulations, or involves an MSA employee) and you investigate or handle immediately. If you report a complaint to the MSA central office on an MSA 63, do not report the complaint as jurisdictional on the work plan, but do report it as complaint received. It will be reported as jurisdictional from the central office.

c. **Investigations** - report the number of investigations you conducted in response to a jurisdictional complaint. Include in this number any jurisdictional complaint you handle immediately. In most cases this number should be the same as 11b.

11. **MSA Supervisor Establishment Visits** - Report the number of visits to inspected establishments conducted as part of normal supervisory duties (excludes visits for in-depth review)

12**. Conf with Prosp New Plant Owners** – Conference with prospective new plant owners includes meetings, telephone conferences, or site visits related to assisting potential new plant owners with meeting requirements for inspection, or making decision whether or not to proceed with obtaining inspection.

a. **conferences held** -- list number of telephone, in- office, or on-site conferences or meetings with prospective new plant owners.
b. **prospective owners assisted** – list number of plant owners assisted. This number does not necessarily equal 12 a
c. **hours for conferences** – list number of hours spent assisting prospective new owners.

13. **Grants conveyed for new plants** -- list number of grants conveyed for new plants, includes new grants conveyed for change of ownership, but does not include grants conveyed for update.

Revised 08-01

Compensatory Leave

The Regional MSA Veterinarian shall make every effort to ensure that all compensatory leave in their region is used as soon as possible. Compensatory leave **must** be taken within twelve (12) months after such leave is earned. Earning unnecessary compensatory time in order to adjust work week or extend leave time is forbidden and is illegal.

Standby

Standby allows for an inspectors to legally be away from their assigned duty location while in pay status.

Guidelines to determine when standby may be taken are as follows:

1. All plants for which such inspector is responsible have ended all operations requiring inspection, and the plant has notified the inspector that operations requiring inspection have ended.

2. Standby or other types of leave necessitated by a change of operations in an inspected plant will not be taken until all paperwork and bookkeeping required of that inspector is completed.

3. If standby is to exceed one hour, the inspector must notify the regional office that standby is to be used, and provide a telephone number where the inspector may be reached. Annual leave will be charged to the inspector in cases where no telephone number is provided.

4. An inspector suggesting that plant management operate under custom exemption rather than inspection in order to obtain standby, will be considered soliciting a bribe.

Request for Transfer to a Different Public Health Region

Employees desiring to transfer to a location outside the region to which they are assigned must request such transfer by memorandum through the Regional MSA Veterinarian to the Public Health Regional Director. Such request must contain the following:

1. The specific location (where the vacancy exists) to which the transfer is requested. Employees are cautioned that no headquarters assignment can be considered permanent in that regional program managers must move employees as dictated by changes in work load, and program needs.

2. A statement as to whether or not the employee is willing to defray the costs involved, if such request for transfer is granted.

3. Any other facts concerning the request which the employee wishes considered.

4. The signature of the employee, and approval of the Regional MSA Veterinarian.

Section 2

INSPECTOR TRAINING

As the food industry moves from simple slaughter and packaging into more complex ready-to-prepare formulations, the inspection force must be prepared to verify that inspected facilities produce and distribute safe products. This will necessitate providing our inspection and supervisory personnel with training that will equip them for this challenge. The following training plan is used to provide uniform training to MSA personnel.

1. Orientation and Pre-FSIS Training within the Regions

NOTE: A copy of each training form is provided at the back of this section.

Regional policy for the orientation of new employees shall be followed. **Training Attachment 1** is used to document this process.

Following regional orientation and prior to reporting for slaughter or processing On-The-Job-Training (OJT), the employee is to be given **Training Attachment 2**, filled out as appropriate by designated MSA staff, providing the trainee with written instructions regarding the next phase of training. The new inspectors shall spend at least 3 weeks in slaughter OJT and 3 weeks in processing OJT.

Slaughter OJT takes place at a facility designated by the Regional MSA Veterinarian or his/her designee. An experienced inspector or supervisor must provide the training. The BASIC LIVESTOCK SLAUGHTER INSPECTION manual (most recent revision) will be used for instruction. There are evaluation sheets in the manual that allow the trainer to document the employee's performance. The trainer shall also complete **Training Attachment 3.**

Processing OJT takes place at a facility designated by the Regional MSA Veterinarian or his/her designee. An experienced inspector or supervisor must provide the training. The PROCESSED PRODUCTS INSPECTION, EMPLOYEE DEVELOPMENT GUIDES shall be used in the training. In the process of completing the guide, the employee will be introduced to and gain practice using the reference materials. The trainer will document the employee's performance using the answer key in the back of the guide to grade the inspector's answers. The trainer shall also complete **Training Attachment 4.**

By the eighth week of employment, the new inspector is given the MATHEMATICAL CALCULATIONS GUIDE. The employee should complete the guide during the following 2 weeks. Tutorial assistance is provided as needed by an MSA employee. During this same time frame, the inspector will gain experience in filling out all the forms used in the program as well

as the proper distribution of copies and file maintenance. After 2 weeks of using the math guide, the employee's supervisor should request a FSIS math test from the central office. The test will be administered as directed and returned, within 3 working days, to FSIS for grading. The trainer shall also complete **Training Attachment 5.**

ALL NEW INSPECTORS MUST TAKE THE TEST AND GET THE RESULTS FROM FSIS BEFORE THE 4-MONTH EVALUATION OCCURS.

The math test may be taken a maximum of 3 times. A minimum of 2 weeks must elapse between tests and the last attempt must be a minimum of 2 weeks before the end of the 6-month probation period.

During any period in which the inspector is not engaged in the formal training, the employee is assigned as deemed necessary by the Regional MSA Veterinarian.

Any deficiencies reflected in the training reports or the 4-month evaluation that, in the Regional MSA Program Veterinarian's opinion, will be corrected by additional training, may be addressed during the remaining 2 months of probation. If, at any time during the probation, the Regional MSA Veterinarian decides that there is sufficient documentation that the employee is unsuitable for the job, he or she may terminate the new inspector's employment.

Inspector III & IV

Those who successfully complete the probationary period are provided with whatever formal FSIS training is necessary to assure that MSA inspector training is “equal to” that provided to FSIS inspectors with comparable duties. Training may take the form of in-residence training at the FSIS Training Center or through other appropriate modalities, including computer-based training, or a combination of training method consistent with current FSIS programs.

MSA Supervisors. Inspector VI

MSA Supervisory personnel are expected to have successfully completed training deemed necessary for Inspector III and IV duties. Supervisors will also be provided with whatever training is necessary to assure they obtain the knowledge and skills to function in their role as a Supervisor. Priority will be given to training available through the Governor’s Center for Management Training.

New supervisors will be expected to obtain appropriate training from Human Resources in “Avoiding Litigation” to include, as a minimum, viewing the video “Avoiding Litigation Land Mines”. All supervisors should view the video annually as a refresher. The video should be obtainable through the Regional or Central HR office.

Veterinarian I. Circuit Veterinarian

Circuit Veterinarians are expected to successfully complete the following training during their first two years of employment.

1. Orientation in Bureau of Food and Drug Safety. 3 days.

2. Orientation and on-the-job training in the Region. 1-3 months.

Circuit Veterinarians will also attend the 904HM class at the FSIS Training Center in College Station, Texas, or receive training through other training modalities deemed appropriate by FSIS. Included in the scope of training provided to the Circuit Veterinarian is that which is necessary to assure he/she obtains the knowledge and skills to function in a supervisory role including HR training on "Avoiding Litigation Land Mines". Priority in this category of training will be given to training available through the Governor's Center for Management Training.

Veterinarian II. Regional MSA Veterinarian

A Regional MSA Veterinarian will, in addition to training required of a Veterinarian I, be expected to successfully complete the Leadership Development Program offered through the Governor's Center For Management Training.

Field Automation and Information Management (FAIM) Training

All MSA Inspectors, Supervisors, and Veterinarians will receive a FAIM computer and training in its use, as provided by FSIS.

Continuing Education

In-Service Training

As an aid to maintaining inspector competence, MSA Veterinarians and MSA supervisors are expected to provide periodic in-service training for MSA personnel within the region. This training, which will normally be offered in short sessions throughout the year, will provide supervisory personnel an opportunity to address specific inspection problems, and explain changes in policy or technique. Due to the widely varying demographics and geography of the regions, no specific rules will be made regarding where and how the training is provided, except that it is expected that each MSA employee should receive 5 hours of in-service training annually.
Likewise, MSA Veterinarians and supervisors are expected to attend periodic meetings as scheduled by the Central Office staff.

Self-Study

MSA program employees are strongly encouraged to complete FSIS self study courses that will broaden and enhance their knowledge and skills. Information about currently available FSIS courses is provided at the FSIS web site. Veterinarians and MSA supervisors are also strongly encouraged to utilize self-study material, available from FSIS, to broaden their knowledge of food hygiene. Both professional and non-professional staff should also be encouraged to regularly read meat industry and food hygiene periodicals, and newsletters.

Special Training

Training opportunities, other than those listed, are available for specialized instructions in areas such as canning, gas packaging, pathology, on-line inspection, advanced quality control, and grading from USDA-FSIS, USDA-AMS, and teaching institutions. Individual inspectors will be periodically selected to attend these courses as job requirements for specialized inspection skills develop. Periodic training opportunities will also be provided for supervisors and veterinarians to maintain professional competence.

Training Program Administration

The process of identifying individuals requiring training, arranging for training, and assuring that logistical support needs of the individual are met involves the following steps. The Regional MSA Veterinarian must assure that all Regional personnel receive appropriate training.

1. Each Region provides the Division Director a forecast of training requirements for the fiscal year by September 15 each year.

2. Due to on-going changes in FSIS training delivery (schedule and mode), the Central Office will notify the Regional Offices by e-mail of the availability of formal training classes at the FSIS Training Center as well as training opportunities offered through computer-based training. A request will be made for candidates for formal training at the FSIS Training Center at College Station as courses are announced.

3. Regional Supervisory personnel will respond by e-mail to the Central Office with a list of candidates for each class that is announced and for which they have a need. All candidates must have satisfied the prerequisites for the class (e.g. math test for processing) or will satisfy the prerequisite prior to the deadline for the class. Included in the response is the following information:

   Course Name; Employee Name (Last, First, MI); Region Number; Social Security Number; Training Date

4. In the case of FAIM training, the Regional Supervisory personnel, in addition to the information listed in number 3 above, must submit the month and week that the new employee will be available for the 3-day training. MSA Central Office will coordinate with the FSIS FAIM Office and come as close to the desired month and week as feasible.

5. The Director will enroll the individuals in courses based upon Regional needs and class availability.

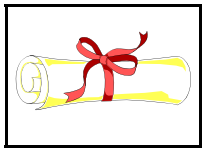
6. The Director will advise the requesting region by electronic mail that the individual has been enrolled in a specific class.

7. The MSA Director will notify the region, by e-mail and/or Fax, that the enrollment has been confirmed. Information concerning the individual's logistical support i.e. lodging, food, special clothing or equipment needs will be included in the confirmation information.

8. When the applicant has completed the training and has returned to the region, the Regional MSA Veterinarian will assure that a Record of MSA Training (copy at end of this section) is completed and forwarded to the Division Director. This record will indicate the course attended, the date of attendance, and whether the nominee completed the course successfully, unsuccessfully, or conditionally. Prior to leaving the Training Center, each trainee signs a summary of his/her performance in the class. The trainee will know, therefore, if the class was satisfactorily completed. If conditionally, the record should state the condition. The record of training will be added to the individual employee's training record, which will be maintained in the Division files.

Training Records

A computer based record of MSA program employee training will be maintained in the Director's office. The database will provide immediate access to the employee's record of training throughout his/her career.



RECORD OF MEAT SAFETY ASSURANCE DIVISION TRAINING

Trainee's Name:	Address	SSN	Region
Name of Course Attended:	Date of Attendance	Course number	Successfully Completed _____Yes _____No If conditional, explain below
	Location of Course Attended	Course Hours Credit	

Explanation of "*Conditional Completion*": _____

_____

Trainee Signature/Date: _____ Regional MSA Veterinarian Signature/Date: _____

MSA Headquarters (Austin) Use

Training Admin Clerk:	Training Coordinator Review
Date Received: _____	Date: _____
Database Entry: _____	Comments: _____
Personnel Training Record Entry: _____	_____
	_____
	_____

MSA Training Form 05/94

Texas Department of Health Bureau of Food and Drug Safety Meat Safety Assurance Division	This form is to be used to ensure that all new Meat Safety Assurance employees receive orientation as prescribed by policy.

INSTRUCTIONS: Complete the Orientation Checklist in its entirety. Supervisors are to retain a copy in the personnel file. The new employee is to present a copy to the trainer at the next phase of the training process.

NAME OF EMPLOYEE		HEADQUARTERS
HIRE DATE	TDH REGION	NAME OF SUPERVISOR

REGIONAL OFFICE ORIENTATION

UTILIZE THE POLICY AND PROCEDURE GUIDE AS A TOOL IN THIS PROCESS

INTRODUCTION	COMPLETED (/)
1. To fellow workers and management staff	
2. Tour of facility	
3. Location of parking, restrooms, etc.	
4. To the organization of the MSA Program	
5. To the Division mission	
HOURS OF WORK	
1. Schedule	
2. Break and lunch periods	
3. Punctuality	
EMPLOYEE'S JOB	
1. Supervisory chain - from whom the employee will receive instruction and supervision	
2. Duties - review and discuss job description to assure common understanding of its meaning	
3. Authorities and responsibilities	
4. Work assignments, rotation	
SAFETY AND HEALTH	
1. On the job a. Safety equipment: helmet, nonslip footwear, hearing and eye protection, gloves, mask	

b. Protection afforded employees working with dangerous materials	
c. Safe working tools: scabbard, steel, node hook, safety link chain belt, (demonstrate use)	
2. Explanation of what to do if injured at work	
3. Importance of reporting all injuries	
4. Review Regional Safety Policy	
5. Discuss right and obligation to report hazards	
TRAINING	
1. Discuss the stages of new employee training a. Self development (correspondence, etc.)	
b. OJT (slaughter and processing)	
c. FSIS training	
d. Continuing education	
PAY AND LEAVE	
1. Application and approval	
2. When, how, and who to notify if unable to report for work.	
3. Procedures for completion and routing of Time and Attendance Report	
4. Pay schedule	
PERFORMANCE	
1. Performance standards	
2. Performance appraisal and how often periodic reviews will be held	
3. Probationary period and reports	
CONDUCT, RIGHTS, AND PRIVILEGES	
1. Review Non-Discrimination and employee's standard of conduct	
2. Discuss the grievance process	
TRAVEL	
1. Review the Department Travel Allowance Guide	
2. Mode of travel	
3. Reimbursement	
EMPLOYEE/S SIGNATURE	DATE
SUPERVISOR'S SIGNATURE	DATE

Preparation for On The Job Training (OJT)

Note to Employee: Before leaving the Regional Orientation phase, make sure you have the necessary information to proceed to OJT. Complete the following.

9 Slaughter 9 Processing

1. Report to _____

2. In _____ , _____
(Plant name) (Street address)

_____ , _____
(City) (State, Zip)

3. At _____ (a.m. / p.m.) on _____
(Date)

4. In case of delay or emergency, I should contact

_____

5. Room reservations have been made for me at

_____ , in _____
(Hotel / Motel) (City)

6. I have been issued the following items:

a.	Meat and Poultry Inspection Regulations	Yes _____	No ___
b.	Meat and Poultry Inspection Manual	Yes _____	No ___
c.	Inspection equipment (new hire list)	Yes _____	No ___

Trainer When you are satisfied that this employee has been given proper and adequate orientation at the Regional Office, has been given or told where to obtain necessary equipment, and given adequate instructions for reporting to the next training site, date and sign below.

_____ _____
(Date) (Signature)

SLAUGHTER OJT EVALUATION FORM

Name of trainee _____

Dates of training period _____ Region ___ Trainer _____

Rating Scale:
Satisfactory
Marginal
Unsatisfactory

Explain any strengths or weaknesses related to the ratings in the comments area.

EVALUATION FACTORS	S	M	U
1. Overall interest and desire			
2. Ability to communicate			
3. Getting along with people			
4. Understanding subject material			
5. Personal habits			
6. Willingness to learn			
7. Ability to perform in a safe manner			
8. Ability to perform sanitation inspection			
9. Ability to perform antemortem inspection			
10. Ability to perform Postmortem inspection			
11. Ability to outline the flow of product through each allied department			
12. Ability to outline inspectional requirements for each allied department			
13. Future potential			

COMMENTS:

Trainee's Signature _____

Trainer's Signature _____ Date _____ Est. No. _____

Trainer is to retain a copy and a copy must accompany the trainee to the next phase of OJT training.

PROCESSING OJT EVALUATION FORM

Name of trainee _____

Dates of training period _____ Region ___ Trainer _____

Rating Scale:
Satisfactory
Marginal
Unsatisfactory

Explain any strengths or weaknesses related to the ratings in the comments area.

EVALUATION FACTORS	S	M	U
1. Overall interest and desire			
2. Ability to communicate			
3. Getting along with people			
4. Understanding subject material			
5. Personal habits			
6. Willingness to learn			
7. Ability to perform in a safe manner			
8. Ability to perform sanitation inspection			
9. Ability to utilize reference materials effectively			
10. Ability to meet the objectives of Employee Development Guides			
I. Sanitation			
V. Meat Fabrication, Marking, and Processing			
VI. Labeling			
11. Future potential			

COMMENTS:

Trainee's Signature _____

Trainer's Signature _____ Date _____ Est. No. _____

Trainer is to retain a copy and a copy must accompany the trainee to the next phase of OJT training.

MATH / FORMS OJT EVALUATION FORM

Name of trainee _____

Dates of training period _____ Region ___ Trainer _____

Rating Scale:
Satisfactory
Marginal
Unsatisfactory

Explain any strengths or weaknesses related to the ratings in the comments area.

EVALUATION FACTORS	S	M	U
1. Overall interest and desire			
2. Ability to communicate			
3. Getting along with people			
4. Understanding subject material			
5. Personal habits			
6. Willingness to learn			
7. Ability to utilize reference materials effectively			
8. Ability to meet the objectives of Mathematical Calculations Guides			
9. Ability to utilize the forms associated with the Department and MSA			
10. Shows a working knowledge of plant files and their maintenance			
11. Math test result (Satisfactory or Unsatisfactory)			
12. Future potential			

COMMENTS:

Trainee's Signature _____

Trainer's Signature _____ Date _____ Est. No. _____

Trainer is to retain a copy and a copy must accompany the trainee to the next phase of OJT training.

Section 3

EMPLOYEE STANDARDS OF CONDUCT

This section shall be reviewed with each MSA employee at the beginning of their employment, and each year at the time of their Performance Journal Session. A statement shall be included in the Performance Journal certifying that the employee has read, fully understands, and is in compliance with the MSA Employee Standards of Conduct; use the MSA form 1.

General

Proper conduct of plant owners, managers, and meat inspection personnel is vital to the continuing operation of the meat plants and the inspection system. In our state laws, the legislature set strict standards of conduct for state employees, and provides measures aimed at discouraging misconduct on the part of plant owners and managers. Two such state laws which address this subject are as follows:

1. Article 6252-9b - In summary, this Act states that a state employee shall not solicit or accept gifts, favors, or services. Also a state employee shall not engage in any other employment or arrangement which might reasonably be expected to impair judgment in the performance of official duties.

2. The following sections of Chapter 36 of the Penal Code apply.

    a. A person commits an offense if he intentionally or knowingly offers, confers or agrees to confer on another, (or solicits, accepts, or agrees to accept from another):

    Any benefit as consideration for the recipient's decision, opinion, recommendation, vote, or other exercise of discretion as a public servant, party official, or voter.

    b. A person commits an offense if by means of coercion he:

    Influences or attempts to influence a public servant in a specific exercise of his official power or a specific performance of his official duty, or influences or attempts to influence a public servant to violate the public servant's known legal duty.

    c. A public servant in an agency performing regulatory functions or conducting inspections or investigations commits an offense if he solicits, accepts, or agrees to accept any benefit from a person the public servant knows to be subject to regulation, inspection, or investigation by the public servant or his agency.

Although it would be impossible to cover all possibilities, it is felt that due to the importance of the subject, some examples might be helpful. Examples of prohibited gifts.

1. Entertainment such as tickets, passes, company financed picnics.

2. Meals, including in-plant company breakfast or lunch.

3. Company loans or company guaranteed loans.

4. Special discounts on products or services.

5. Repair services for automobiles, etc.

6. Hunting and fishing privileges.

Examples of items **NOT** prohibited:

1. Exchange of customary social courtesies such as coffee.

2. Items of clearly trivial value such as pencils, pens, calendars, etc.

3. Attending an open house or other such company sponsored event, provided that the general public is invited.

Other items of special note include:

1. Gifts made to members of the immediate family are considered to be the same as if given to the employee.

2. Loans, gifts, services, etc. from subordinates are prohibited.

<u>Off Duty Employment</u>

In cases of employment outside the Department or other business endeavors, it is the responsibility of the Regional MSA Veterinarian and Regional Director to determine if there is a conflict of interest and/or adverse influence. The employee must write a letter to the Regional Director through the Regional MSA Veterinarian explaining the facts pertaining to the position or business arrangement and obtain approval to accept or pursue the endeavor.

Purchase of Products From Official Plants By MSA Employees

MSA employees may purchase products from a plant or establishment in their region that is regulated, inspected or otherwise controlled by MSA if the following conditions are met:

1. The plant maintains an outlet open to the general public.

2. The price paid by the MSA employee is the same as the price paid by the general public.

3. The purchase is on a cash basis.

4. A receipt showing the product name, quantity, unit price, total price and date of purchase is obtained and retained for at least one year.

5. The purchase may only be made by the inspector when not on duty and by entering and exiting through the customer entrance.

The acceptance of a larger quantity of product than is receipted shall be considered as acceptance of a bribe. An individual who offers a larger quantity of product than the purchaser is being charged for shall be considered to be offering a bribe.

WHEN IN DOUBT --- DON'T DO IT!!!!

Dismissals

The Texas Department of Health Personnel Manual addresses reasons for dismissal. Some possible reasons for dismissal are:

1. Negligence in the performance of duties.

2. Physically or mentally unfit or unable to perform duties.

3. Found to have engaged in conduct which would interfere with proper performance of duties. Includes violating MSA Policy addressing purchase of products from official establishments.

4. If continued employment by this Department would violate any provision of State law.

5. Making a false statement of material fact on the Department of Health application for employment.

6. Failure to meet Department standards of job performance.

7. Abandoned his or her position by being absent without authorization.

8. Malingering or other abuse of sick leave.

9. Conviction of an offense that is in contradiction to his/her continued employment in the position for which he or she was employed.

10. Violation of any of the Department rules, regulations, or policies.

11. Accepting a bribe.

Section 4

INSPECTOR GUIDELINES

These guidelines were formulated to help the meat inspectors in the performance of their duties, and to aid them in presenting an acceptable image to the citizens of Texas.

Inspector-Plant Relationship

1. Maintain your dress in a clean, neat manner. Inspectors working in slaughter or processing plants are encouraged to wear light, preferably white outer clothing. Street clothes must be covered while in areas where edible food is prepared

2. Beards, large mustaches, long hair that might in any manner contact or contaminate product, are prohibited unless properly restrained.

3. Use personal protective equipment when necessary. All inspectors should be provided with the following personal protective equipment.

    a. Hard Hat
    Wear it while performing duties, also wear hair net if necessary.

    b. Scabbards
    Keep knives sharp and in scabbard when not using them; never walk across room or climb stairs or steps with knife in hand.

    c. Water Proof Safety Boots
    Wear "non-skid" safety boots that are water proof while working on wet floors.

    d. Ear Plugs
    Wear properly fitted ear plugs if noise levels are above 85 db (rule of thumb: if you cannot be heard without shouting when talking to someone within 3 feet, you should wear hearing protection.)

    e. Goggles, Rubber or Latex Gloves, Face Mask
    To be worn anytime that an animal or carcass of an animal that is suspected of suffering from a **Zoonotic Disease**, such as brucellosis, tuberculosis, etc., is being handled.

4. Meet and greet all plant personnel in a courteous manner.

5. Be on time for work. If possible, be a few minutes early so that you may be prepared for unexpected situations.

6. Be available to the plant.

7. Be uniform in your inspection actions. Set your standards and maintain them. Change only if you are wrong or told to do so by your superiors.

8. Maintain a business-like relationship with the plant and its employees. Avoid first name or nickname relationships. Only discuss business as it relates to the plant under inspection; do not discuss working conditions or benefits of state employment with plant employees. If a plant employee asks about state employment, politely advise the employee that you are not at liberty to discuss the issue, but that s/he may call the regional administration office. You may give them the regional telephone number if asked.

9. Inspectors should not operate plant machinery or help employees with their work or delegate official inspection procedures, unless specifically authorized by Regulations.

10. Inspectors should not use harsh or abusive language in the plant.

11. Inspectors should not fraternize with plant employees or their relatives.

12. Plant telephones should be used only to discuss problems concerning the plant where the call is made. The plant telephone is not to be used for: personal long distance calls, any type of personal business transactions, problems involving other plants, private lives of other inspectors, etc.

13. On occasions, when the inspector receives a call from the Regional Office or other inspection personnel, he should ascertain the circumstances of privacy and make this known to the caller immediately in an appropriate manner. This is also true if the inspector is himself making the call from the plant.

14. Inspectors may not sell product of any type, including livestock, directly to the plant they are inspecting or may potentially inspect. (In cases where inspectors are having their own livestock processed by a plant for their own use, the inspector must pay full and regular charges as any regular customer of the plant.)

15. The inspectors cannot sell their services to the plant for any purpose. This includes buying or selling product, maintaining equipment, or any other similar actions.

16. The inspector is not to discuss any plant business with anyone other than authorized inspection personnel. Plant formulas and recipes for products must be guarded and remain the personal property of the plant. As a general rule these formulas must not be removed from the plant except for official business, such as correspondence with the labeling office.

17. Inspectors must always give consideration to the possibility their official actions may be challenged by the plant; therefore, all deficiencies should be clearly documented, accurately describing the deficiency in enough detail to form a clear mental picture of the deficiency to a third party, on a MSA 17 Process Deficiency Report. Inspectors must provide means of appeal to their immediate supervisors if the plant requests further consideration.

18. The inspector should be familiar with the contents of and frequently review the Meat and Poultry Inspection Regulations and Meat and Poultry Inspection Manual, FSIS Directives and other official directives, notices or bulletins. Inspectors will be responsible for those parts of Regulations, Manual, and directives, etc. that apply to their area of responsibility. It is the responsibility of the inspector to maintain these publications current.

19. Use of alcohol or other drugs which might impair the inspectors physical or mental abilities are prohibited while on duty. Use of such legal products prior to reporting for duty should be avoided. Use of illegal drugs is prohibited.

20. Texas Department of Health "No Smoking" policy applies to the inspector's in-plant office.

Inspector-Inspector Relationship

1. Never humiliate or embarrass your fellow inspector.

2. Criticism that cannot be given face to face should not be given

3. Refrain from discussing the private lives of other inspectors.

4. Provide factual information to other inspectors if such information is requested. Make available information to other inspectors if you see this would help the inspection program.

Inspector-Supervisor Relationship

1. Always follow the chain of command in requesting information or making a complaint.

2. Be honest with your supervisor and expect the same courtesy in return

3. Refer inspection deficiencies that are observed concerning product from other plants to your supervisor for action.

4. Refrain from discussing rumors with your supervisor. Give only **factual** information.

5. No business or intimate relationship shall exist.

Inspector-Community Relationship

The inspector is encouraged to become a good citizen in the community where he works and lives. A good citizen lives within his means, pays his just debts, obeys the law, avoids places in community disrepute, and avoids intoxication in public.

Section 5

GRANTS OF INSPECTION AND/OR EXEMPTION

Applications for Grant(s)

The following procedure should be followed in application for a grant of inspection and/or exemption.

1. Plant owners and/or operators shall:

    a. Make application by use of Form No. MSA-54.

    b. Submit a sketch or drawing of the facility to the Regional MSA Manager showing the boundary of the official establishment.

    c. Bring facility into compliance with regulatory performance standards.

@ d. Include in the establishment's Sanitary Standard Operating Procedures (SSOP) how sanitation will be monitored to ensure no product contamination occurs.

2. Regional MSA Managers shall:

    a. Discuss with the prospective establishment owner a range of issues that impact the legal operation of the business. The document titled "Discussion Checklist for Establishments Coming Under Inspection" may be utilized as a guide during this conversation.

    b. Review application and submit one copy with original signatures to the Central Office with recommendations. All parts of the application must be completed. Under item "2", indicate each type of inspection required. Also indicated "retail operations" if the plant will manufacture retail meat products in a separate area or at a different time. Indicate "other manufactured food operations" if the plant manufactures foods not amenable to inspection under the Texas Meat and Poultry Inspection Act.

    c. Submit one copy of the Standard Work Schedule Agreement (Form No. MSA-56) to the MSA Central Office.

    d. Review facility to determine compliance; document the review findings on MSA form 59-i.

e. Convey Grant including copy of application and work schedule agreement to plant management after verifying that facility meets regulatory requirements and signing and dating Grant.

f. Return a signed copy of grant, with completed MSA 59-i, to central office; retain copies for the regional office files and plant files.

3. The Central Office shall:

a. Review and approve or disapprove application; return copies of approved application and signed Grant of Inspection (form MSA-55) to the regional office. Disapproved applications will be returned to the applicant with letter giving reason for disapproval; a copy will be sent to region.

b. Retain the copy of the work schedule agreement, the original application, and, upon receipt from the region, a copy of the signed grant in the Central Office Plant File.

@ Return application, work schedule agreement, and grant to region if a signed grant is not received from the regions within 6 months of the date the application is approved by the director. The plant will not be under inspection and/or requested changes will not be in effect.

@ The Central Office will review and make comments and recommendations regarding blueprints if requested by plant owners. Plant owners are not required to submit blueprints, but their facility must meet performance standards. If plant owner requests Central Office Review of blueprints, the following must be submitted:

a. Plot plan, plumbing plan, floor and equipment plan

b. Room finish schedule in tabular form

c. Specifications

DISCUSSION CHECKLIST FOR ESTABLISHMENTS COMING UNDER INSPECTION

1. Approved scales tested by the Texas Department of Agriculture or other qualified certifying entity?

2. Does the plant understand how to obtain label approval?

3. Metal brands for carcasses on hand?

4. Does plant have an approved branding ink with ink pad?

5. Does plant have an approved denaturant?

6. Does plant have a water and sewer certification letter from proper authorities?

7. Does plant have an inedible permit from The Texas Animal Health Commission?

8. Does plant have an approved white oil?

9. Does plant have an FDA Guaranty on non-meat ingredients and on packaging material that is not labeled or approved for food contact?

10. Is there a Work Schedule Agreement?

11. Are inedible containers so marked?

12. Is there a pest control program letter from the pest control company stating insecticides and rodenticide used, where used, and how used, also a diagram of establishment showing location of bait boxes?

13. Is the plant aware that the use of wooden handles on hand equipment is discouraged?

14. Is the plant aware of the need for frocks and hair restraints in processing rooms?

15. Is the plant aware of the need to use only equipment and chemicals designed and labeled for use in food processing establishments?

16. Is the plant aware of overtime and voluntary inspection charges?

17. Is the plant aware of the significance of "tags" (CMI-100's)?

18. Does the plant (both inspected and CE) have the capability to provide production data on slaughter by species (including cows, bulls, steers, heifers, sows, boars, and market hogs)?

19. Have appropriate water samples been taken? Has chlorination of private wells been discussed?

20. Are large barrels or cans containing food items properly marked?

21. Does the plant understand that USDA and State rules and regulations and/or the interpretation of these rules and regulations sometimes change. These changes may require that the plant alter its operations or physical facilities.

22. Does the plant understand that all equipment must be clean, disassembled and ready for inspection at the beginning of the scheduled work hours?

23. Does management understand that raw materials and finished inspected products must be separated from Custom Exempt and Retail products?

24. Is the plant aware of the requirement for safe handling labels?

25. Does the plant have a copy of the Construction Guide for Texas Meat & Poultry Slaughter /Processing plants.

26. Is the plant aware of the requirements and understands how to develop and use SSOPs and HACCP?

Grant Application Package

The grant application package should contain:

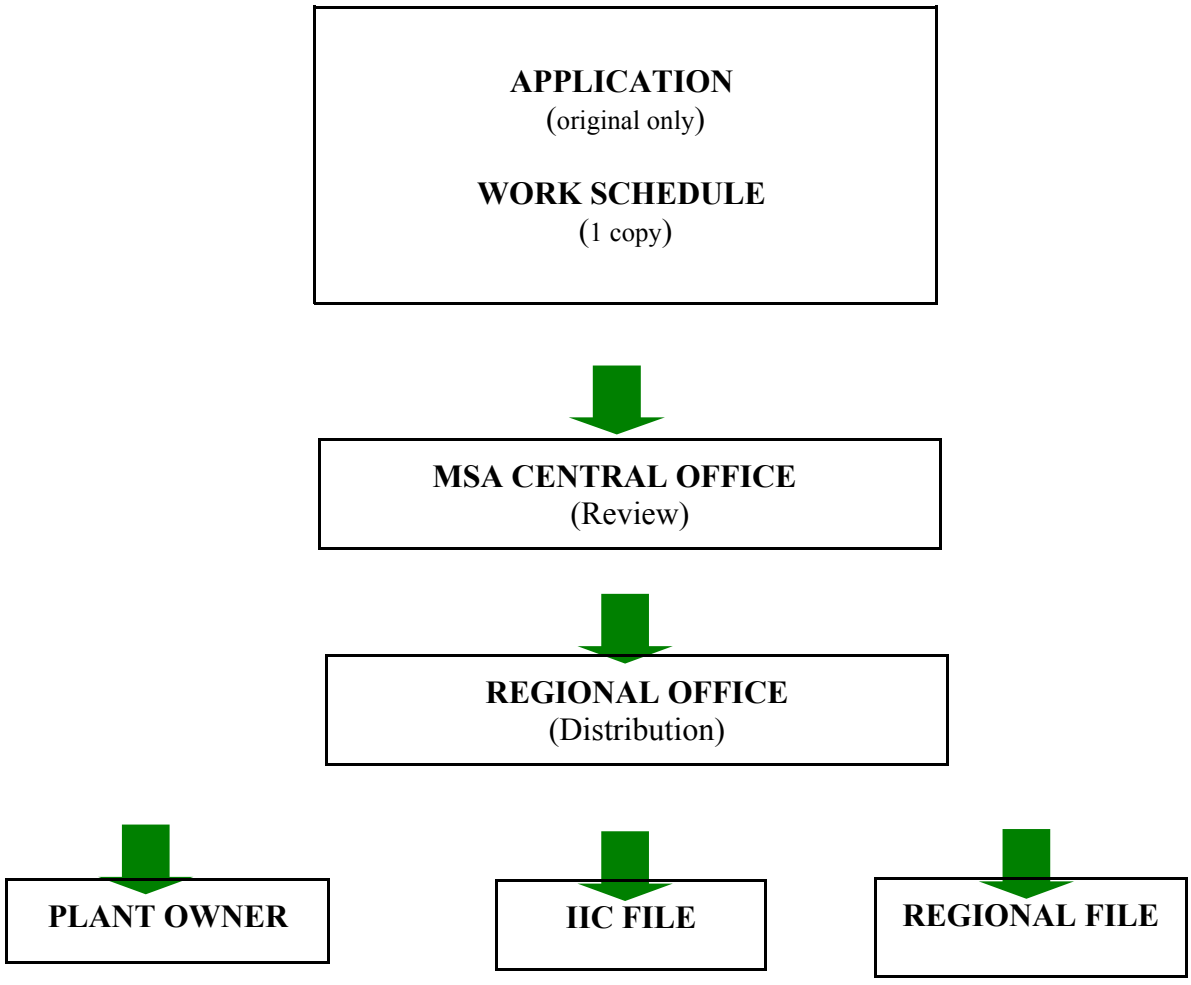
1. Cover letter from Regional MSA Manager with discussion and recommendation regarding the application for grant of inspection.

2. Letter from the applicant to the Regional MSA Manager with a brief description of the plant's proposed operations, procedures, species, and production.

3. Completed grant application (MSA-54), including signatures

4. Work Schedule Agreement (MSA-56), 1 copy

5. Form Z-1 to request approval of labels



Ritual Slaughter Exemption

Whenever an establishment desires exemption from humane slaughter, or any other provision of the meat and poultry inspection regulations based on religious dietary requirements, the establishment owner or manager must apply for such exemption as follows:

1. Apply in writing to the Director and quote which religious dietary laws support the requested exemption.

2. Submit a statement from an official, having authority over enforcement of religious dietary laws of the religion involved. The statement shall:

    a. Specify the religious dietary requirements, and

    b. Certify that such requirements are in conflict with specific provisions of the Act and cite the regulations from which exemption is sought.

Changes in Grant Information

All requests for changes in grant information such as name changes, additional "doing business as" names, etc., must be made on an MSA-54 application for Grant of Inspection or Exemption by plant management through the Regional MSA Veterinarian to the Central Office. If area code is the only change, the region may e-mail such information to the central office in lieu of submitting a new application.

Change of Ownership or Lease

Since a grant is made to the operator of an establishment rather than the facility, such grant is not transferred to a new lessee or owner. A new lessee or owner (whether an individual, partnership, or corporation) must acquire a new grant. A change of ownership of less than 10% of a corporation's stock is not considered a change of ownership of such corporation.

Withholding, Suspending, or Withdrawing Inspection

1. Definition

    a. Withhold - This term is used to refer to removal of inspection from a plant or a department of a plant for a few hours up to one week.

    b. Suspend - this term is used to refer to removal of inspection from a plant for an extended period.

c. Withdraw - This term is used to refer to permanent removal of the grant of inspection or grant of custom exemption.

2. Voluntary Actions

In the case of a plant voluntarily relinquishing inspection, the Regional MSA Manager will obtain, and submit to the Central Office, a signed statement requesting suspension or withdrawal. Should it be impossible to obtain such signed statement, the Regional MSA Manager shall provide documentation or their own statement giving reason for inspection no longer being needed.

3. Involuntary Actions

The Regional MSA Manager, or an authorized representative, is responsible for immediately withholding inspection when there exists an imminent risk to public health or the well-being of inspection personnel. When the imminent risk cannot be alleviated, the Regional MSA Manager should provide the Central Office with documentation providing evidence that the deficiencies and/or untenable conditions have been explained to plant management, and that every effort has been made to obtain corrections.

In the event recurrent deficiencies or deviations that are of a nature which does not compel immediate withholding of inspection, NRs documenting the deficiencies should be linked by reference in the description. When it becomes evident that the establishment's SSOP does not prevent deficiencies or the HACCP plan is ineffective, the regional MSA manager should notify the plant management of MSA's intent to suspend inspection by completing a "Notice of Intent to Suspend Inspection" form. A copy of the notice with copies of supporting NRs are to be sent to the MSA Division Director.

a. The Division Director's Responsibilities

Review the documentation and, when appropriate, take one of the following actions dependent upon the severity of the deficiencies:

1) Write a letter of warning to plant management which will provide for a period in which corrections will be made or further actions taken.

2) Initiate administrative action to withdraw inspection or assess an administrative penalty as warranted.

b. Inspector's Responsibilities if the Grant of Inspection is Suspended or Withdrawn

1) Prepare a full inventory of remaining products produced under inspection.

2) Retain the official brand(s). When it is certain that the company will not seek reinstatement, obliterate the face of the brand(s) and return it (them) to the establishment.

3) Encourage the voluntary surrender of labels or verify their destruction by the establishment.

4) Obtain a customer list to aid the Compliance Division in monitoring sales after inspection has ceased.

c. Program Review and Compliance Responsibility

The Officer in Charge, PR&C, will be responsible for making all appropriate detention of product in non-compliance subsequent to suspension or withdrawal of inspection.

Section 6

BLUEPRINT REVIEW

When an individual or a firm requests review of their establishment prior to applying for a grant of inspection, a program employee must meet with the plant owner, discuss all facility requirements, and provide a Consumer Guide to Obtaining a Texas Grant of Inspection or Custom Exemption for Meat and Poultry Slaughter and Processing Establishments Guide. The visit is to be followed by a letter from the MSA Regional Program Manager stating that the consumer guide was left, and that facility requirements were discussed.

Drawings may be submitted to the MSA Program for review and comments. The drawings may be submitted to the Region or Central Office. Comments and suggestions for complying with the consumer guide will be offered by MSA staff.

If the facility will vary from the requirements, a program employee must discuss all justifiable variances with the plant owner or manager. The plant representative must ensure that the facility construction does not result in direct contamination of products and should address control in the plant SSOP.

New or remodeled departments should not be used until they meet regulatory requirements.

The Regional MSA Manager, along with the involved supervisor, will review the blueprint when review is requested by the plant owner. If the blueprints and supporting documents are to be hand carried to Austin by the owner, the Regional Office must contact the Plans and Labels Office and make an appointment for the owner. A checklist has been developed to be used as an aid to assure thorough review of the drawings, it is not intended to become the plant's specifications. The checklist is included at the end of this section.

When plans are submitted for review and comment it is essential that the lines on the drawings are sharp, and clear, and all writing is legible. The drawings should fully and clearly illustrate the applicant's plans for constructing and equipping the plant and must show the facility **as it will be under inspection.**

Each blueprint sheet must contain the following five items:

1. Name and location of establishment.

2. Which plan it is - (plot, floor, plumbing).

3. North point of the compass.

4. Scale for measurement.

Plot Plan

The plot plan shows such features as the limits of the establishment premises, location in outline of buildings on the premises, the North point of the compass, and the location of roadways, railroads, and water and sewer lines or sewage facilities serving the establishment.

Floor Plan

The floor plan illustrates accurately the layout of the facilities and equipment as they will exist when the plant operates under inspection, showing the locations of principle pieces of equipment, hand-wash basins, and hose connections for clean-up purposes. If rooms or compartments shown on the drawings are not to be included as part of the official establishment, this should be clearly indicated thereon. Most floor plans should be scaled 1/8 inch per foot. However, complicated layouts such as slaughtering departments will need to be scaled 1/4 inch per foot so that all necessary details can be clearly illustrated.

PLANS WILL NOT BE REVIEWED WITHOUT EQUIPMENT BEING SHOWN ON THE FLOOR PLAN!

Plumbing Plan

A plumbing plan identifies floor drains, the routes of floor drainage lines, and toilet or sanitary lines inside the plant. A toilet line must not travel through a catch basin or grease trap. Floors should be sloped to the floor or trench drain.

Room Finish Schedules

The room finish schedule identifies all surfaces (walls, floors, and ceilings) of each room in every building on the premises, including the smokehouse. If the surface materials of the doors are not included in the room finish schedule, they must be described elsewhere on a separate schedule.

Specifications

Specifications explain a blueprint, and keep the blueprint from being so congested that it would be difficult to read. The specifications are supplemental to the drawings. The specifications should provide factual information about the plant as it will be when under inspection, or as it will be when revisions are completed, including a description of operations to be conducted. Specifications should cover, but not be limited to, such features as the source of water supply, method of sewage disposal, method of controlling rodents and vermin, description of the trapping

and venting of drainage lines, description of the hot water system, screens or other means to prevent admittance of flies, and operations of the establishment related to sanitation and proper performance of inspection. Specifications should be patterned after the example in the Guide to Construction.

Common Problems Related to Blueprints

1. General Problems

   No cover letter explaining operation and/or deviations
   No specifications
   No checklist
   Not identifying the type of operation
   Specifications not in agreement with the blueprints
   Example: Specifications describe suitable area for dry storage although no dry storage is shown in the floor plan.

2. Plot Plan

   Not identifying incoming water line
   Not identifying sewer lines
   Not identifying limits of official premise
   Need to update when additions are made

3. Drawings not legible with clear, sharp lines and good contrast in all areas.

4. Partial floor plans need a plot locator key, and all partial plans should constitute a complete floor plan that matches the outline of the building on the plot plan.

5. Lack of separation of official and unofficial premises

6. Retail area should be part of official premises or completely separated.

7. Specifications should be patterned after the Guide to Construction.

   Need description of operations
   Need maintenance program for backflow prevention valves

8. Room and door finish schedules

   Rooms and/or doors left off room finish schedule
   Should be updated to match changes to drawings
   Ceiling and/or rail heights, door widths not indicated

9. Inadequate separation of raw and cooked product

10. Toilet Rooms

Toilet room without natural or exhaust ventilation
Toilet rooms not completely separated from adjoining rooms
Lockers should not be in toilet rooms.
Plant waste lines should be separate from sanitary sewer lines to a point outside of the building.

11. No meat wash sinks where exposed product is handled.

12. Doors leading directly from outside into processing areas.

13. Living quarters in official building.

14. Water wasting equipment drains over floors.

FREQUENT FACILITIES PROBLEM AREAS

PROPER PLANT LAYOUT / SEPARATION OF RAW & COOKED PRODUCT

DIRECT OUTSIDE ENTRY INTO PRODUCTION AREAS

STRIP DOORS IN PRODUCTION AREAS

OFFICIAL LIMITS DESIGNATION NOT SHOWN ON PLOT PLAN

SEPARATION OF OFFICIAL & UNOFFICIAL PREMISES

COMMON AREAS OF TWO OR MORE FIRMS IN SAME BUILDING

INADEQUATE DRY STORAGE AREA

RETAIL / BAKERY AREAS MAY BE PART OF OFFICIAL PREMISES

VINYL FLOORING & NO COVING IN PRODUCTION AREAS

BLUEPRINT CHECKLIST

This checklist is designed to be used each time blueprints, drawings, and specification sheets are reviewed and before submissions for central office review. The use of this list will help determine if all the required information is included in the submittal.

The list is designed to be used at **three review levels** before submittal to the Austin office.

Plant Management and Inspector
Inspector and Supervisor
Supervisor and Regional MSA Manager

The list is designed to be used with the "Texas Inspected Meat/Poultry Slaughter and Processing Plants: A guide to Construction, Equipment and Layout."

If it is determined at the regional level that the material is unacceptable, it should be returned through the supervisor and inspector to the plant of origin.

Spaces have been provided for signatures of plant management, inspector, supervisor, and regional MSA Manager.

Name & Address of Establishment: _____ Region ____ Date _____

Name	Signature - Establishment Representative
Address	Signature of Inspector
City State Zip	Signature of Supervisor
Telephone: (A/C)	Signature of Regional MSA Manager

New Construction _____
Addition _____
Remodeling _____

BLUEPRINT CHECKLIST

I.	DESCRIPTION OF PLANS	YES	NO	NA
A.	Covering memo from Regional MSA Vet indicating purpose of plan submittal?			
B.	Statement included indicating type of operations conducted, animals slaughtered, product produced, etc.?			
C.	Name and address shown?			
D.	All review signatures indicated?			
E.	Plot plan of entire premises?			
F.	Floor plan ⅛" scale of entire system?			
G.	Is room and door finish schedule indicated on floor plan			
H.	Drawing legible with clear, sharp lines, good contrast?			
I.	Plumbing plan ⅛" scale of entire system?			
J.	Understandable symbols used?			
K.	North point of compass shown?			
L.	All principal pieces of equipment indicated on floor plan?			
II.	**LOCATION OF ESTABLISHMENT**	**YES**	**NO**	**NA**
A.	Establishment separate from other plants or buildings?			
B.	Retail Meat Business?			
C.	Custom Exempt Meat Business?			
D.	Catch basin for grease in rear of plant?			
E.	Dustproof accessways to connect shipping / receiving areas to street?			

III.	PLANT CONSTRUCTION	YES	NO	NA
A.	Walls, ceilings, etc. - building materials impervious, easily cleanable, resistant to wear & corrosion?			
B.	Floors of durable water-resistant materials?			
C.	Ceilings of acceptable height?			
D.	Doors, doorways - traffic area wide enough? If not, is an acceptability statement furnished by regional MSA Manager?			
E.	Coves installed at junctions of floors & walls in all rooms or areas?			
F.	Window ledges sloped 45° or more?			
G.	Window sills 3 ft. or more from floor?			
H.	Doors of rust-resistant metal, other approved materials?			
I.	Doors of toilet rooms & dressing rooms solid & self closing			
J.	Stairs impervious with solid treads, closed risers & side curbs?			
K.	Adequate retaining compartments or areas provided?			
L.	Adequate insect and rodent control?			

IV.	PLANT LIGHTING, VENTILATION & REFRIGERATION	YES	NO	NA
A.	Adequate artificial lighting provided?			
B.	Light fixtures equipped with shatter-proof devices?			
C.	Adequate ventilation in workrooms, welfare rooms?			
D.	Sufficient space refrigerated to 50° or less?			
E.	Type of refrigeration indicated?			

V.	EQUIPMENT	YES	NO	NA
A.	All equipment designed, constructed, and located in strict conformity with standards given in construction guide?			
B.	Stationary or not readily movable equipment installed away form walls and ceiling?			
C.	Permanently mounted equipment far enough above floor for cleaning / inspection or sealed watertight to floor?			

D.	Washing equipment discharges into drainage system without overflowing on floor?			
E.	Separate wash area for cleaning curing vats, handtrucks, utensils, containers?			
VI.	**HANDWASHING FACILITIES, DRINKING FOUNTAINS, STERILIZERS & CONNECTIONS FOR CLEANUP HOSES**	**YES**	**NO**	**NA**
A.	Each processing area equipped with adequate handwashing facilities?			
B.	Sterilizers adjoin lavatories in slaughtering department?			
C.	Sanitary drinking fountains provided in large workrooms & dressing areas?			
D.	Device for hanging or storing hose when not in use?			
E.	Location of all lavatories, sterilizers, drinking fountains & similar features shown?			
F.	Each lavatory supplied with hot & cold water?			
G.	Lavatories pedal operated?			
H.	Liquid soap and sanitary towels provided in lavatories?			
VII.	**WATER SUPPLY, PLANT DRAINAGE, SEWAGE, DISPOSAL SYSTEM**	**YES**	**NO**	**NA**
A.	Potable hot & cold water provided?			
B.	Non-potable water kept separate from potable supply?			
C.	All floors well drained where wet operations conducted?			
D.	Drainage lines from toilets not connected with other drainage lines in plant?			
E.	Drainage lines of proper diameter?			
F.	Floors properly sloped to drainage inlets?			
G.	Acceptable method of disposing of plant wastes shown?			
H.	Catch basin for grease recovery separate from edible areas?			
I.	Origin of water supply acceptable & so indicated?			
J.	Back siphonage effectively prevented?			

K.	Floor drains properly trapped?			
L.	Sewage from plant discharged into city sewer system? If other disposal method employed, is method shown on plans?			
M.	Hub drains provided for refrigeration units?			
VIII.	**FACILITIES FOR PROCESSING EDIBLE PRODUCT**	**YES**	**NO**	**NA**
A.	Meat Preparation and processing dept. of sufficient size?			
B.	Processing department arranged so that product flows without congestion or back tracking?			
C.	Raw product areas separate from fully cooked product areas?			
D.	Sufficient & suitable dry storage space for supplies?			
E.	Cooking vats, etc. provided with overflow pipes?			
F.	Truckways designated on drawings?			
IX.	**DESIGN, EQUIPMENT & OPERATION OF SLAUGHTER DEPT. & RELATED AREAS**	**YES**	**NO**	**NA**
A.	Adequate livestock pen capacity?			
B.	Pens, ramps, unloading chutes, and runways - paved and curbed?			
C.	Pens suitably drained?			
D.	Ante-mortem inspection area under watertight roof?			
E.	Holding & shackling pens adequately separated from slaughtering dept.?			
F.	Proposed maximum slaughter rate indicated?			
G.	Drawings indicate if more than one species slaughtered simultaneously?			
H.	Specifications indicate if ritual slaughtering will be done?			
I.	Adequate space & facilities for separation & handling viscera?			
J.	Suitable facilities for holding edible organs and parts under refrigeration?			
K.	Adequate facilities for handling inedible & condemned material?			

L.	Inedible products departments separate & distinct from edible products dept.?			
M.	Cooler rails at least 2 ft. (preferably 3 ft.) from refrigerating equipment, columns, etc.			
N.	Cooler rails at proper heights?			
O.	Suitable area in cooler for holding retained carcasses or parts & retained products?			
P.	Suitable suspect pen indicated on prints?			
Q.	Adequate cleanup facilities for pens?			
R.	Complete wall separation between edible and inedible rooms?			
X.	**REQUIRED SLAUGHTERING FACILITIES**	**YES**	**NO**	**NA**
A.	Suitable facilities for containing animals for stunning or (ritual slaughter) easy shackling?			
B.	Dry landing area enclosed by suitable fence?			
C.	Curbed-in bleeding area of suitable size?			
D.	Drained area provided for carcass washing or shrouding?			
E.	Adequate distance between header, rail & wall			
F.	Separately drained area for washing viscera inspection trucks?			
G.	Viscera inspection table located over separately drained area?			
H.	Adequate facilities for evisceration?			
I.	Scalding vats of proper length and size for rate of slaughter?			
J.	Clean water used in hog dehairer?			
K	Cabinets for flushing and washing heads provided?			
XI.	**PLANT EMPLOYEE FACILITIES**	**YES**	**NO**	**NA**
A	Dressing rooms for each sex, separate from toilet rooms and adjoining dressing rooms?			
B	Suitable shower/bath facilities provided in locker rooms?			
C	Number of employees using rooms shown?			
E.	Proper number of urinals, toilet bowls?			

F	Sufficient number of pedal operated handwashing basins?			
G	Adequate lunch facilities?			
XII	**INSPECTOR'S OFFICE**	**YES**	**NO**	**NA**
A.	Adequate facilities provided (min. 7'x9')			
B.	No entry through co. office or welfare rooms			
C.	Suitable furniture			
D.	Lavatory facilities?			
XIII	**CERTIFICATES / PERMITS**	**YES**	**NO**	**NA**
Does the establishment have all necessary certificates and permits?				
	WATER?			
	SEWER?			
	TEXAS ANIMAL HEALTH COMMISSION PERMIT FOR REMOVAL OF INEDIBLES?			
	COUNTY PERMITS AS REQUIRED?			

Section 7

LABELING

Prior to using a label, mark, or device that will be applied to inspected meat or poultry products, the establishment representative must obtain approval from the department by submitting a completed application for label approval (Z-1) and a label sketch to the IIC.

The IIC ensures that all information requested on the Z-1 and any necessary attachments are included:

1. All information must be typed or neatly printed.

2. All information blocks on Z-1 are completed except block 1 and 11; the inspector completes block 6 by entering an eight (8) digit number.
   a. The first digit is the number designating the region:
      0 - Harlingen, 1-Lubbock, 3 - Arlington, 4- Tyler, 6 - Houston, 7- Temple, 8 - San Antonio, 9 - El Paso
   b. The next four digits are the same as the establishment number, preceded by 0s.
   c. The final three digits represent the sequential numbers of label applications, also preceded by 0s.

3. Type of Label. Enter whether the label is pressure sensitive, economarker, insert, etc.

4. Product Name. Use common or generic product name. Do not use trade, brand or coin names unless qualified, by also using the true product name.

5. Labels printed in a foreign language must be accompanied by the English translation.

6. Product Formula. List each ingredient in the product by weight, in their order of predominance. If an ingredient has a standard of identity, the components of the ingredient must be stated parenthetically following the name of the ingredient in the ingredient statement. If a product consist of several components, such as a dinner, list each component separately, and list each ingredient of the component. If additional space is required, attach a continuation sheet(s). Attach labels of products that are used as ingredients.

7. Processing Procedures. Briefly, but thoroughly, describe the procedures used to formulate the product. Examples of processing procedures include:
   a. Whether the product is sectioned, formed, ground, reformed or stuffed;
   b. How product is treated for trichina;
   c. Cooking temperatures;
   d. How barbecued products are prepared;

e. How liquids are injected or infused in products;
f. Method of curing for hams, corned beef, pastrami, and other similar products;
g. How product is smoked;
h. How pizza topping is prepared;
i. Whether the product is refrigerated or frozen.

Please note that approval of the label does not necessarily mean approval of the processing procedure.

8. Z-1 is signed by the establishment representative and the inspector.

The authorized IIC, Supervisor, or Regional MSA Veterinarian reviews the label application and gives final approval for: a final label submitted as the sketch label and the label is a label design change of a previously approved label, a generic label for a single ingredient item, or a re-pack label and the ingredient statement is identical to the ingredient statement on the label of the product being re-packed. All other applications, label sketches, and required documents should be mailed to the central office for sketch approval.

Sketch labels and Z-1s approved by the central office will be electronically returned to the regional office. The regional office will be responsible for returning a copy of the approved sketch to the plant management. When the plant presents a final label, the authorized IIC, Supervisor, or Regional MSA Veterinarian will give final approval after comparing the final label to the approved sketch and verifying that the final label matches the approved sketch. A final label is attached to the Z-1 approved as sketch. The approving individual will enter his/her initials in the approved block and date of approval next to the approved block. The final approved Z-1 will be kept in the plant file.

COMMON PROBLEMS

1. Product name not acceptable (per established standards) (USDA MPI Regs - 316-319).

2. Qualifying Statements not shown

3. Product Formulation is not shown

4. Quantity of each ingredient is not shown by weight.

5. Ingredients of mixes, cures, various ingredient components, etc., are not shown

6. Ingredient statement is not shown in descending order of predominance.

7. Method of preparation is not shown.

8. Net weight (net quantity) statement is incomplete, is not shown, is incorrectly shown or is in the wrong location on the label.

9. Warning statement, "Keep Refrigerated" is not shown.

10. Official Inspection legend is not legible or does not meet design requirements. Standard approved official Texas Mark of Inspection must be used.

11. Address is not complete - Business name (as shown on the Grant of Inspection), address (if not in the phone book), city, state, zip.

12. Z-1 has not been filled out completely and/or correctly.

13. Z-1 has not been signed.

14. Z-1 is not legible

15. Sketch label (sample) is not legible

16. Sample labels not attached

17. Label has not been reviewed by regional office. Regional MSA Manager or supervisor has not initialed Z-1 indicating it has been reviewed.

18. Name on label does not match the name on the Grant of Inspection or is not listed as a D.B.A.

19. Rubber stamps are not clear and easily legible.

20. Use one standard measure or formulation. Use pounds shown as 0.00

Some labels we have received utilize a mixture of "measures"; such as - pounds and ounces, kilos and grams, percentages, cups, quarts, gallons, spoons or bunches.

INGREDIENT LISTING
(PARTIAL)

COMMON NAME	PURPOSE	PREFERRED DECLARATION	ACCEPTABLE DECLARATION
Autolyzed Yeast Extract	Any	Autolyzed Yeast Extract	Autolyzed Yeast Extract
Celery, Dehydrated	Seasoning	Dehydrated Celery	Celery
Celery, Dehydrated	Component	Dehydrated Celery	Dehydrated Celery
Celery, Fresh	Any	Celery	Celery
Celery, Powder	Any	Celery Powder	Flavoring, Celery Powder, or Powdered Celery
Celery Seed	Any	Celery Seed or Spice	Flavoring
Dried Eggs	Any	Dried Eggs	Dried Eggs
Dried Whey	Any	Dried Whey	Dried Whey
Dried Yeast	Any	Dried Yeast	Dried Yeast
Garlic, Dehydrated	Seasoning	Dehydrated Garlic	Garlic
Garlic, Dehydrated	Component	Dehydrated Garlic	Dehydrated Garlic
Garlic, Fresh	Any	Garlic	Garlic
Garlic Powder		Garlic Powder	Flavoring, Garlic Powder, or Powdered Garlic
Hydrolyzed Vegetable Protein	Any	Hydrolyzed (*source*) Protein	Hydrolyzed (*source*) Protein
Hydrolyzed Plant Protein	Any	Hydrolyzed (*source*) Protein	Hydrolyzed (*source*) Protein
Milk Protein Hydrolysate	Flavoring	Hydrolyzed Casein	Hydrolyzed Casein
Monosodium Glutamate	Any	Monosodium Glutamate	Monosodium Glutamate
Oleoresin of (*Spices*)	Any	Oleoresin (*Spice*) or Flavoring	Natural Flavoring

COMMON NAME	PURPOSE	PREFERRED DECLARATION	ACCEPTABLE DECLARATION
Oleoresin of Spices that are also colorings	Any	Oleoresin of (Turmeric, or Saffron, or Paprika) or Flavoring and Coloring	
Onion, Dehydrated	Seasoning	Dehydrated Onion	Onion (only because of Manual entry)
Onion, Fresh	Any	Onion	Onion
Onion Powder	Any	Onion Powder	Flavoring, Onion Powder, or Powdered Onion.
Paprika	Any	Paprika Saffron	"Spice and Coloring"
Parsley, Dehydrated	Seasoning	Dehydrated Parley, Spice, Powdered Parsley	Parsley or Flavorings
Saffron	Any	Saffron	"Spice and Coloring"
Smoked Torula Yeast	Any	Smoked Torula Yeast	Smoked Torula Yeast
Turmeric	Any	Turmeric	"Spice and Coloring"

CHECKLIST FOR ACCURACY OF LABELS

LABELING MATERIAL WILL NOT BE REVIEWED BY THE LABELS AND PLANS OFFICE UNLESS ACCOMPANIED BY A COMPLETED COPY OF THIS CHECKLIST

Establishment Number _____ Product Name _____ Type of Label _____

		YES	NO	NA*
1.	Does the label bear a product name?			
2.	Are required qualifying statements shown ("Cereal Added", "Made in _____, Texas", "Water Added", etc.)?			
3.	If label bears an ingredient statement, are the ingredients listed in descending order of predominance?			
4.	Does label bear name, address, and postal zip code of packer as per registration for inspection?			
5.	Are requirements pertaining to permitted chemical additives met; (i.e., ascorbic acid, sodium ascorbate, sodium erythorbate, sodium citrate, corn syrup, dextrose, sodium or potassium nitrite or nitrate)?			
6.	If product is one for which special handling is required, is the necessity for such handling shown on the label by a warning statement such as "Keep Refrigerated" or "Keep Frozen"?			
7.	If product is over 1 pound and under 4 pounds, is net quantity statement shown in both ounces and pounds in the lower 30% of the principal panel?			
8.	Is official inspection legend clear and legible? Does it contain the official establishment number? Does the legend "float free" of all the printed matter by at least 1/8 inch?			
9.	Does this product need to be in the PFF Program?			

Remarks:

Signature of Inspector:_____Date:_____

Distributed by : TEXAS DEPARTMENT OF HEALTH Form No. MSA-60
NA*: Not Applicable Rev.7/94

Obsolete Labels.

When deleting a label, whether sketch or final, retrieve plant and inspector copy; forward to Austin through regional office with "DELETE" written on the front. **ALL OBSOLETE LABELS, SKETCHES AND FINALS, MUST BE SHREDDED.**

Label Audits

Each inspected plant is to have ISP task 04B04 performed as an unscheduled task once per quarter. There is no mechanism in PBIS to allow the computer to select this task as a scheduled task. Therefore, this section makes ISP task 04B04 a "scheduled" unscheduled task for each plant producing labeled product.

Exotic Meats And Sodium Nitrite

The FDA restricts the use of sodium nitrite in any food it regulates, unless that product is exempted because of its common use prior to passage of the Food, Drug, and Cosmetics Act of 1958. Meat and poultry products are permitted to use sodium nitrite as an ingredient because that use was prior-sanctioned. Exotic meats such as bison, venison, meat from ratites, and other meat and poultry not listed in the federal meat and poultry inspection acts are not exempt by prior sanction.

Sodium nitrite may be permitted for use in exotic species meat in the following circumstances:

1. By including more than 3 percent of an amenable meat in the product, the label will bear the state inspection legend (without V)
2. By limiting the product (without amenable meat) to intrastate commerce by including the statement "For Sale In Texas Only" on the label
3. In custom exempt product

Nitrite Levels in Cured Products

All cured products must have a minimum of 120 ppm of ingoing nitrite, unless the establishment can demonstrate that safety is assured by some other process. This policy does not effect the maximum of 200 ppm, calculated as sodium nitrite, in the finished product.

Formulation is the primary control. Inspectors must verify adequate amounts are used in the formula and periodically verify that products are formulated as indicated on the Label Approval Application.

Calculations are based on the green weight of the meat/poultry portion of the formula. Laboratory analyses for nitrite yield varying results because nitrite reacts at varying rates depending on a number of factors, and therefore are not very useful. However, sampling for residual nitrite may still have to be performed in some cases, particularly when both nitrite and nitrate have been added.

Uncured Ready-to-Eat Products

To ensure the safety of products such as venison, ostrich, and sometimes beef jerky, sausage, sticks, or similar products, that are prepared without nitrites or nitrates, the product must be labeled "Keep Refrigerated" unless one or more of the following parameters have been met:

1) thermally processed to destroy spore forming pathogens (i.e. canned);
2) fermented or pickled to a pH of 4.6 or less;
3) dried to a water activity (Aw) of 0.92 or less: or,
4) contain an amount of salt sufficient to achieve an internal brine concentration of 10 percent or more.

Products usually and traditionally expected to be stored, handled, displayed, or otherwise held at unrefrigerated temperatures and are not cured must be labeled "No Nitrate or Nitrite Added" and "Not Preserved-Keep Refrigerated Below 40 degrees F. At All Times".

Laboratory Tests:

If an uncured product has a standard of identity MPR requirement (i.e. jerky) and is intended to be shelf stable, the inspector should request both MPR and Aw testing during routine sampling, unless the secondary inhibitor will be pH, in which case the inspector should request MPR and pH.

If the uncured product does not have a standard of identity MPR requirement and is intended to be shelf stable, the inspector will request Aw or pH test as appropriate for the product only and not test for MPR

Safe Handling Statement Labels

Safe handling statement labels are required on all raw meat and poultry (fresh or frozen) products produced in inspected establishments and retail establishments. Only products being shipped to another official establishment for further processing or products for export to countries which require no such labeling are exempt.

The handling instructions may be incorporated onto existing labels or added to packages in the form of pressure sensitive labels. The lettering size may not be less than 1/16 inch with the statement "Safe Handling Instructions" being larger in size than the instructional statements. The handling statement must be placed on the principal display panel (PDP) or an information panel which current agency policy considers to be any panel adjacent to the PDP.

A sample of the appearance of the approved icons and text follows. Question and answer sheets that address the most frequently asked questions have been provided to each regional MSA Office.

Safe Handling Instructions

This product was prepared from inspected and passed meat and/or poultry. Some food products may contain bacteria that could cause illness if the product is mishandled or cooked improperly. For your protection, follow these safe handling instructions:

Keep refrigerated or frozen. Thaw in refrigerator or microwave.

Keep raw meat and poultry separate from other foods. Wash working surfaces (including cutting boards), utensils, and hands after touching raw meat or poultry.

Cook thoroughly.

Keep hot foods hot. Refrigerate leftovers immediately or discard.

Section 8

GENERAL INSPECTION POLICIES

Operations Requiring Inspection

No operation requiring inspection shall be conducted except under surveillance of a program employee. A plant operating under an inspector patrol assignment is considered under the inspector's surveillance during all of the inspector's duty hours even though the inspector is not physically present for part of the time. Processing plants operating under a HACCP plan meeting regulatory requirements are considered under inspection any time they operate in accordance with their HACCP plan.

Sanitation Standard Operation Procedures (SSOP)

All operations requiring inspection shall comply with State and Federal regulations pertaining to meat and poultry inspection, including section 416 & 417 of 9 CFR. Section 416 requires each official establishment develop, implement, and maintain written standard operating procedures for sanitation (SSOP). Section 416.3 requires each establishment conduct pre-operational procedures before the start of operations and also requires them to monitor daily, the implementation of the procedures in the SSOP. This means that each official establishment must monitor pre-operation procedures (and document findings) each day that they operate - before operations begin. Establishments must also monitor operational procedures (and document findings) each day they operate - during operations. In each case, documentation is not required to be completed before the end of the day.

Technical Supervision of Slaughter Inspectors

Slaughter inspectors shall receive technical supervision by a Meat Safety Assurance Division veterinarian to assure that animals requiring veterinary disposition are being held for such disposition. An annual average of 2 hours per inspector per month should provide adequate supervision for most slaughter inspectors.

Cold Ink and Hot Brands

In order to have the most readable brand possible, all future brands should be made in the number 1 (1¾ inch) size. All sheep, goats, calves, and parts previously branded with number 2 or 3 brands may be branded with the number 1 brand. The inspector will keep all brands secured at all times except when on premise, by use of an official State lock.

Ratite Slaughter

1. Purpose. Meat from ratites *(ostrich, emu, and rhea)* is becoming a popular alternate meat food source. It is essential in the public interest that the health and welfare of consumers be protected by assuring that meat and meat food products derived from ratites are wholesome, unadulterated, properly marked, labeled, and packaged. It is also essential to ensure that the preparation of ratite bird meat and meat food products does not result in adulteration of other meat and meat food products that may be produced at the same establishment. Specific requirements of this subsection shall be in addition to those already required by the Texas Meat and Poultry Inspection Act and other parts of this section.

2. Facilities.

    a. Antemortem facilities shall be furnished as required to provide for adequate inspection of the birds, at rest and in motion. An adequate suspect pen shall be furnished as required.

    b. A separate pre-evisceration area equipped with an exhaust fan will be available for operations described in paragraph (4) "Slaughter Procedures -- Pre-evisceration". The separate area may be provided by time or physical separation.

    c. Slaughter facilities, which allow the humane slaughter and production of a wholesome product shall meet the performance standards as set forth by 9 CFR 416.

    d. Rails shall be of sufficient height to allow dressing to be accomplished without causing contamination of the carcass.

3. Antemortem Procedures.

    a. Microchip Certification. The producer must certify by completing and signing form MSA-71, Drug Certification For Exotic Game and Alternative Species Animals, whether the bird(s) had been identified by use of a microchip device and state the location of the chip implant. The producer must also certify whether the previous owner used a microchip implant for identification and state the location of the implant.

    b. Antemortem Inspection. The bird shall be observed at rest and in motion to ascertain that no abnormal conditions exist. Some examples of abnormal conditions are:

        1) Loose stools characterized by excessive fecal stains around the vent and/or a pasty vent

        2) Bloody diarrhea

        3) Regurgitation of food

        4) Disinclination to rise from sternal recumbency

        5) Weight loss, particularly notable over back and thighs

4. Slaughter Procedures - Pre-Evisceration.

   a. Stunning and Bleeding. The bird shall be rendered unconscious by an electrical, a captive bolt device or other humane method, hobbled/shackled prior to or after stunning, and hoisted from a designated dry landing area, by one or both legs. A cut shall be made through the thoracic inlet to sever the heart and/or major arteries and veins exiting the heart to ensure complete bleeding. Because of the peculiar external fat layer of emus, immediate removal of the head may be an acceptable alternative to severing the heart and/or major arteries and veins exiting the heart. The removed head shall be presented for inspection.

   b. Air Injection. To facilitate feather and skin removal after the bird has bled thoroughly, an approved filtered air injection system may be used to inject air via needle beneath the skin.

   c. De-feathering. Feathers are removed and collected in an acceptable container. Wing tips and tail set may be removed to facilitate complete feather removal.

5. Slaughter Procedures - Skinning and Evisceration. De-feathered carcasses are transferred to the evisceration area. If the operator also works in the pre- evisceration area, the operator's hands, arms and apron must be washed to remove dust and dander prior to beginning the skinning and evisceration operations.

   a. Head Removal. If the head was not removed immediately after stunning, the head should be removed by cutting the skin of neck to expose the esophagus and trachea. The esophagus is loosened from the neck, cut at the head, stripped and tied. If the head was removed immediately after slaughter, the esophagus should be exposed, stripped from the neck and tied. When the breast plate is removed to facilitate evisceration, tying the esophagus may not be required. The head and trachea shall be removed from the neck and presented for inspection.

   b. Feet (Toes) Removal. The feet/toes shall be removed prior to proceeding with the skinning operations. Using a gambrel for hanging the carcass by both legs will reduce the possibility of the ligaments tearing and the carcass falling to the ground. A sanitized chain may be attached proximal to the hock joint and attached to a hook for hanging the carcass.

   c. Venting/Bunging. The vent shall be excised, taking care to prevent contamination from cloacal material. After the attachments to the vent are loosened, the vent shall be drawn from the carcass and encased in a plastic bag and tied.

d. Skinning. Skinning shall be done in a manner that does not result in carcass contamination. "Fisting" or "knuckling" whereby the skin is removed leaving the fat attached to the carcass to be removed in a second step, does not provide a sanitary dressing procedure.

e. Neck Removal. If the length of the neck causes its contamination by touching the floor it shall be removed. The neck is to be identified appropriately with the carcass.

f. Evisceration. Evisceration and pluck removal shall be accomplished in such a manner as not to cause contamination of any part of the carcass.

6. Postmortem Inspection. Each carcass and all parts there of, (except feathers and toes) and accompanying viscera shall be presented for inspection. Any carcass or viscera exhibiting physiological or pathological (disease) characteristics shall be tagged "Texas Retained" and held for inspection by a MSA veterinarian.

a. Head Inspection. Head inspection shall be done by incising the skin of the throat up to the ventral part of the beak. The skin and tissues are reflected laterally exposing the tissues of the head. Any abnormalities shall cause the carcass to be identified as a suspect.

b. Viscera and Visceral Organ Inspection. The viscera and visceral organs shall be palpated for abnormal swellings, nodules, thickening, or abscesses.

c. Gizzard Inspection. A plant employee separates gizzard from intestine by cutting the proventriculus and the small intestine close to the gizzard: A plant employee will split the gizzard from opening to opening, empty the contents, rinse under running water, peel the lining and remove the fat. The inspector observes the gizzard for abnormalities. Gizzards grossly contaminated with feces are condemned. After inspection complete, the gizzard is washed and chilled on a bed of crushed ice in a drained receptacle, or other acceptable manner.

d. Liver Inspection. The liver shall be palpated and observed for any swellings, abscesses, nodules, or color changes.

e. Kidney Inspection. The inspector shall inspect the kidneys by visual examination and palpation while kidneys are still attached to the carcass. After the inspector examines kidneys on the carcass, a plant employee will remove the kidneys from the carcass and present them for further inspection on the lower tray of the viscera truck. After inspection of the kidneys is complete, the kidneys shall be condemned as inedible.

f. Heart Inspection. The heart shall be palpated, opened, and observed for abnormal conditions.

g. Lung Inspection. The lungs shall be observed for any abnormal conditions, such as, thickening, granulomatous condition, abnormal exudates, discoloration, nodules, abscesses.

h. Carcass Inspection. The skinned carcass shall be presented for inspection prior to removing external fat for such conditions as lack of or abnormal body fat, inflammation or evidence of peritonitis or pleuritis.

i. Microchip Implants. Birds that have been identified with microchip implants must have all implanted chips removed *in toto*. If a chip cannot be located, the entire part where the chip was implanted will be condemned and placed in an acceptable container marked "condemned". This condemned part may not be allowed to enter normal rendering operations unless assurance is made that the part will not be used in processing animal foods.

j. Final Trim and Rinse. The carcass shall first be trimmed of all visible contamination and then thoroughly rinsed with potable water. The Inspector-in-Charge shall make a final inspection prior to final rinse. Trimmed parts including external fat containing pin feathers or feather quills shall be placed in acceptable containers marked "inedible". The permit for transport of undenatured fat to the rendering facility may be issued by the region. The passed carcass shall be stamped with the approved Texas Inspected and Passed brand bearing the appropriate "V" and number.

7. Pathological Conditions. The following abnormalities may be suggestive of pathological conditions:

a. Low body fat - may indicate septicemia

b. Thickening or granulomatous lungs - may indicate air sacculitis

c. Thickening of intestine, enlargement of spleen, miliary pattern of liver - may suggest tuberculosis.

d. Splenomegaly - any swelling of the spleen may suggest a pathological condition.

The following may also suggest pathological conditions:

a. Hemorrhagic changes in the intestinal tract.

b. Petechial to Ecchymotic hemorrages on serosal aspect of the intestine.

c. Intestinal lumen devoid of digesta, but containing serosanguinous fluid.

d. Subcapsular hepatic hemorrhage.

e. Ecchymotic hemorrhage of epicardium and/or endocardium.

f. Hemoperitoneum

g. Weight loss, particularly notable over back and thighs.

h. Depressed attitude.

i. Swelling of one or more joints.

8. Temperature and Chilling Requirements. Ratites slaughtered and prepared in official establishments are to be chilled in accordance with section 381.66, 9 CFR Chapter III, subchapter C (MPI Regulations). Specifically, the internal temperature of the carcasses shall be reduced to 40^{8}F or less within 16 hours by air chilling.

Animals From Vesicular Stomatitis Quarantine Area

Animals from a vesicular stomatitis quarantine/restricted circle, but not from a quarantined premise, may be presented for slaughter but must arrive with a VS form 1-27, Diseased Animal Permit for Movement. Animals from a restricted area that are delivered to an establishment without a permit form may not be given ante-mortem inspection until the Texas Animal Health Commission (TAHC) has been notified and they have verified that the animal did not come from a quarantined premise. Animals from a quarantined premise may not be given ante-mortem inspection. Contact TAHC regarding permitting these animals to a specific location via a form 1-27.

Delayed Postmortem

Delayed postmortem is the practice of performing antemortem inspection on livestock, leaving during the actual slaughter, and returning to carry out post mortem inspection later in the day. This practice is permissible when necessary to provide the most cost efficient inspection. However, in no case shall this practice occur so extensively that the inspector is not present during a significant part of the slaughter operation to ensure that the slaughterer observes sanitary dressing procedures and all rules pertaining to slaughter. The inspector must observe the slaughter operations at every official slaughter establishment on a regular basis.

Disabled Livestock: Procedures For Humane Handling

Reference FSIS Directive 6900.1. The following paragraphs in this sub-section apply to State inspected establishments only.

Texas Department of Health Policy regarding official State inspected establishment premises will be such that official premises extend to the transport vehicle if the vehicle is detached from the pulling vehicle and secured by plant personnel with an official padlock, provided by the inspector, through the hitch so as to make it non-usable while locked. If hitch is not suitable for locking, then transport vehicle must be secured by plant personnel using a heavy duty chain and official padlock to a fixed part of the official establishment. After the vehicle is secured it may be accepted or rejected as a suspect holding pen by the inspector. The same considerations that are used in accepting or rejecting any other holding pen will apply.

1. When vehicle is accepted by inspector

a. Antemortem may be accomplished on vehicle provided that antemortem inspection can be accomplished safely.

b. If animal is classified as a suspect, it shall be so identified and after receiving veterinary disposition may be humanely rendered unconscious or killed before moving off the vehicle to the dressing room.

c. If the animal is condemned on antemortem, it will be humanely killed and disposed of in accordance with FSIS regulations.

2. When transport vehicle is rejected by the inspector:

a. Animal must be moved to an acceptable suspect area with sufficient establishment personnel and suitable equipment in accordance with FSIS directive 6900.1.

b. If 2a. cannot be accomplished, antemortem will not be done. The animal will be humanely killed, condemned, and disposed of in accordance with FSIS regulations.

Unconscious, disabled livestock cannot receive antemortem inspection. They must be humanely killed, condemned, and disposed of in accordance with FSIS regulation.

Sheep and Goat Market Heads

In order to assure the absence of parasite larvae (Oestrus Ovis), the requirements for handling include the following:

1. Proper facilities shall be made available for the sanitary preparation of the head.

2. Portions of the bones covering the nasal cavities, the frontal, lacrimal , and ethmoidal sinuses shall be removed to expose the cavities, and the entire turbinated shall be removed.

3. The nasal cavities and exposed paranasal sinuses shall be cleaned and flushed to remove all larvae, inflammatory tissue and exudate. Unwholesome tissue shall be condemned.

4. The procedure shall be conducted under the surveillance of State inspection to assure that only wholesome product is packaged for human food.

Amenability of Catering Operations

Federal meat inspection regulations (CFR Title 9, Chapter III, Subchapter A, Sec 303.1) include caterer that delivers or serves product in meals, or as entrees, to individual customers in the definition of restaurant. This definition allows a central kitchen to prepare ready to eat meat food items to be served in meals or as entrees at other restaurants, through catering trucks, or vending machines provided that such restaurants, catering trucks, or vending machines are owned by the central kitchen and the operators are employees of the central kitchen. Central kitchens preparing meat items may be exempt from inspection under the Texas Meat And Poultry Inspection Act (TMPIA) only if the following apply:

1. Produce only products that are not amenable to the Act, such as sandwiches.

2. Meat products are ready to eat and will be served in meals or as entrees only to customers at restaurants, through vending machines, or catering trucks, owned or operated by the same person who owns or operates the central preparation facility.

3. The product is transported directly to a receiving restaurant by its own employees without intervening transfer or storage.

Central preparation kitchens preparing meat items are subject to inspection under the TMPIA if one or more of the following apply:

1. The truck or vending machine delivering the product is not owned by the central preparation firm.

2. The operator/salesperson purchases amenable products from one or more supplier.

3. The product on the truck or in the vending machine is the property of the owner/operator of the truck or machine and not the central preparation firm.

4. The operator/salesperson is not an employee of the central preparation firm.

Vending truck or machine operators are in violation of the Act if they purchase amenable products from establishment not inspected by TDH-MSA or USDA-FSIS.

Central preparation firms are in violation if they sell products to restaurant, vending truck, or vending machine operators and do not have a grant of inspection from either TDH or USDA.

Cooked and Raw Product Separation

Provisions of 9 CFR 318.17 (meat inspection regulations) shall apply to all cooked and ready- to-eat products. Storage and separation of raw and cooked products must be included in the establishment's hazard analysis as part of their HACCP Plan.

Use of Chemicals for Sanitization of Equipment and Facilities

Chemical sanitation of contaminated surfaces is permitted. Establishments using chemical sanitation must follow a written protocol or procedure, the effectiveness of which is supported by technical or scientific documentation. An establishment may adopt a procedure similar or identical to the following:

1. All contaminated surfaces are to be thoroughly cleansed with soap and warm water (up to 140EF; water that is too hot causes fixation of proteinaceous material on the surfaces).

2. Chemicals of choice are chlorite solutions (sodium hypochlorite [bleach] or calcium chlorite). The commonly found strengths of bleach on the market are 5.25% and less commonly, 10%. The concentrated solution of chlorine should be no more than 6 months old.

3. Fresh solution (daily) of sanitizer is to be made to the strength of up to 200 ppm. Chlorine solutions become less effective as the ppm become stronger the solution becomes too alkaline. The concentration must be measured and recorded each day.

4. After step #1 is completed and the surface is rinsed, a solution from Step #2 is to be generously applied by a method which thoroughly covers all surfaces. Sloshing a solution from a one gallon bottle is not an acceptable method. Course spraying is the most acceptable method (other than immersion). It is noted that chlorine solutions are corrosive, therefore, applicators should be either stainless steel or plastic. Calcium chloride is less corrosive.

5. The sanitizing solution should left on the surfaces for at minimum of 2 minutes.

6. Rinse the sanitizer from the product contact surfaces.

For additional scientific data and information, refer to the publication The Federal Veterinarian, October 1992, pages 8, 9, & 10, "Sanitizers".

Establishment Review and Evaluation

The Inspector in Charge will perform scheduled and/or unscheduled inspection procedures in establishments using the Performance Based Inspection System (PBIS) schedule and the Inspection System Procedure (ISP) Guide.

A complete in-depth review of each plant should be performed annually by the MSA Supervisor and randomly selected establishments by the MSA Program Manager to verify the effectiveness of this inspection process. The MSA Program Manager should perform a sufficient number of in-depth reviews throughout the region to establish and assure consistent enforcement throughout the region.

Reviewers should use the MSA form 59-1 to document the review findings, the MSA form 59-2 to describe deficiencies, and the MSA 59-3 to document performance of the inspector. Copies of plant reviews and resulting corrective actions will be maintained in the official establishment file in the regional office.

Corrective Action Documentation

It is necessary that the Central office be notified in writing of corrective actions taken following establishment reviews conducted by the Central Office or any evaluation incident written by state or federal compliance officers. The Regional MSA Manager shall ensure that documentation concerning such corrections is forwarded for the Austin office files in an expeditious manner. All review forms that result from a program review, either by the central office or Federal review should be answered and submitted to the Austin office as one package.

@ PROCEDURE FOR RECALL OF INSPECTED MEAT AND POULTRY PRODUCT

1. Purpose

To provide procedures for the recall of meat and poultry products subject to the jurisdiction of the Texas Department of Health, Bureau of Food and Drug Safety.

The following abbreviations will be used throughout the guide:

CHP	-	Consumer Health Protection
BFDS	-	Bureau of Food and Drug Safety
MSA	-	Division of Meat Safety Assurance
PRC	-	Program Review and Compliance

2. Reason for Issuance

This Policy for the recall of State inspected Meat and Poultry Products is in lieu of USDA-FSIS Directive 8080.1, Rev. 3 (1/19/00).

3. Policy

a. Recalls are actions to effect the removal of product from trade and/or consumer channels. Recalls are voluntary actions by manufacturers and/or distributors to protect the public health from consuming products that are adulterated or misbranded. A recall may be an alternative to MSA detention or seizure action of adulterated or misbranded product. (Therefore, although recalls are voluntary, MSA must oversee all such recall activities and coordinate any MSA actions with the recall by the manufacturing distributor.)

b. A recall may be undertaken at any time by a manufacturer or distributor on its own initiative, or at the request of MSA. A request by MSA that a firm recall a product is reserved for urgent situations and is to be directed by MSA to the firm that has primary responsibility for the manufacturing and marketing of the product that is to be recalled. In all cases involving firm initiated recalls, the firm is requested to notify the Director of MSA, or other MSA inspection personnel in the region where the establishment is located, within 24 hours of the firm's initiating action to recall a product from the marketplace.

4. Terminology

The following are common terms MSA uses related to recalls.

a. Recall. A firm’s voluntary removal of distributed meat or poultry products from commerce when there is reason to believe that such products are adulterated or misbranded under the provisions of the Texas Meat and Poultry Inspection Act (TMPIA), Federal Meat Inspection Act (FMIA), or the Poultry Products Inspection Act (PPIA). "Recall" does not include a market withdrawal or a stock recovery.

b. Market Withdrawal. A firm's removal or correction by its own volition of a distributed product that involves a minor infraction that would not warrant legal action by MSA, or that involves no violation of the TMPIA, FMIA, PPIA, or no health hazard.

c. Stock Recovery. A firm's removal or correction of product that has not been marketed or that has not left the direct control of the firm. For example, product is located on premises owned by, or under the control of, the firm, and no portion of the lot has been released for sale or use.

d. Recall Classification. MSA assesses the public health concern or hazard presented by a product being recalled, or considered for recall, whether firm-initiated or requested by MSA, and classifies the concern as one of the following:

1) Class I - Involves a health hazard situation where there is a reasonable probability that the use of the product will cause serious, adverse health consequences or death.

2) Class II - Involves a potential health hazard situation where there is a remote probability of serious, adverse health consequences from the use of the product.

3) Class III - Involves a situation where the use of the product will not cause adverse health consequences

e. Depth of Recall. The level of product distribution to which the recall is to extend:

1) Consumer - this includes household consumers as well as all other levels of distribution.

2) Retail level - The level that includes all retail sales of the recalled product.

3) User level - This level includes hotels, restaurants, and other food service institutional consignees.

4) Wholesale level - The distribution level between the manufacturer and the retailer. This level may not be encountered in every recall situation; i.e., the recalling firm may sell directly to the retail or consumer level.

f. Scope - This defines the amount and kind of product in question. For example, all products produced under a single HACCP plan between performance of complete cleaning and sanitation procedures (clean up to clean up).

g. Disposition. The firm's action to correct a situation leading to the recall such as relabeling, reworking, or destroying product.

@ h. Emergency Programs Team. A team of representatives from various CHP divisions and staffs assembled to respond to potential or real health hazard incidents reported to MSA. Representatives from the following may be members of the team: PRC Program, Food and

Drug Division, Epidemiology Branch, Meat Safety Assurance, Texas Department of Health Laboratory, Texas A&M Laboratories, Legal Counsel. The team may be activated by the Associate Commissioner whenever deemed necessary, and its members will report to the Associate Commissioner for the purpose of conducting assignments related to the health hazard incident.

i. Health Hazard Evaluation Board (HHEB). If the risk to the public health appears to be unique or in some way unusual, the Recall Committee may consult the FSIS HHEB, which has been established to evaluate the potential risk to the public associated with the consumption of a product. The HHEB convenes and subsequently provides an independent recommendation to the Recall Committee. MSA may also use the expertise of the Emergency Programs Team in assessing the risk posed by violative meat and/or poultry products.

j. Recall Committee. A committee of representatives from MSA, assembled to respond to potential or real health hazard incidents that come to the attention of MSA personnel.

5. The following is the general procedure involved with recall.

a. Health Hazard Evaluation. Typically, there is a precedent for determining the potential health hazards of an adulterated product and the classification of the hazard. When there are questions, particularly with unprecedented hazards, the HHEB will convene and conduct an evaluation that is then submitted to MSA for consideration. An evaluation will include at least the following:

1) The nature of the violation or defect,

2) The occurrence of any illnesses or injuries,

3) The likelihood of illnesses or injuries that may result.

b. Recall Classification. Based on the health hazard evaluation, the committee will assign the classification, i.e., Class I, Class II, or Class III.

c. Recall Recommendation. The Officer in Charge, PRC will use information from the Recall Committee in preparing the Recall Recommendation for submission to the MSA Director.

1) The Recall Committee considers the following factors when preparing information for the Officer in Charge, PRC:

a) The recall classification

b) The depth

c) The scope

d) The ability of distributors, consumers, or users of the products to identify the product in question

e) The estimated amount of product in distribution

f) Area of distribution

g) The firm's proposed recall strategy, (i.e., the way the firm will coordinate the retrieval and disposition of the product).

Note: Much of the above information is generally provided to MSA by the recalling firm through documents or orally through telephone conference calls. Before deciding on a recommendation, the Recall Committee will request that MSA field inspection or compliance personnel verify the information provided by the firm.

d. Recall Request. The Recall Request will be reviewed by the Officer in Charge of PRC, and a recommendation made to the MSA Director. The final decision to request a product recall is made with the concurrence of the Chief, BFDS.

6. Public Notification.

a. Press Releases. MSA will issue press releases as necessary to serve the interest of public health.

1) Press releases clearly describe the product being recalled along with any identifying marks or codes, the reason for the recall, and an explanation of the risk involved in consuming the product.

2) Press releases also provide instructions to the public on what to do with the product if they can identify it and have it in their possession, and the name and telephone number of a company contact for consumers with any questions.

3) Press releases for product that is not in the public domain or for product that consumers cannot identify by labeling or packaging will explain that the product is being recalled before becoming consumer-accessible, or that consumers cannot identify the product.

4) Press releases will not identify the specific recipients of product unless the supplier chooses to release the information to the public. However, press releases will provide general information about the product's destination, for example, "The beef burritos were distributed to restaurants and retailers in the cities of ....."

5) When there are extenuating circumstances involving foodborne illnesses and contaminated products, but no legal identification of the source, Texas Department of Health may decide to issue an immediate special "educational" press release unrelated to a recall. For example, if a foodborne illness outbreak is identified, and a common source is suspected but not confirmed, TDH may issue an educational press release that provides guidance to consumers and health professionals about the risks of illness associated with the identified pathogen and symptoms.

b. Recall Notice Report. When there is a recall, MSA prepares a Recall Notification Report (RNR). RNRs provide consumers and public health community with information related to the product in question. RNRs are distributed within TDH as well as to the USDA, FSIS District Office with jurisdiction over Texas. Along with the date and recall case number, RNRs include the following:

1. The specific product(s) recalled along with any identifying codes or marks on the packages;

2. The name of the recalling firm, a contact at the firm and their phone number(s);

3. The quantity of product recalled;

4. The problem with the product or the reason for the recall, and how/when it was discovered; the areas in which the product has been distributed; the classification of the recall and depth or level of the recall;

5. The firm's recall strategy and follow-up actions to be conducted by MSA;

6. Other agencies involved; and

7. A list of MSA contacts with phone numbers.

6. Effectiveness Checks

@ a. MSA program personnel perform checks of the effectiveness of a product recall. To conduct these checks, compliance officers obtain distribution information from the firm. They use the distribution information to contact the consignees to determine whether adulterated product has been removed from commerce. MSA personnel record the results of the checks on FSIS Form 8400.4.

b. The primary purpose of the effectiveness checks is to verify:

1. That adequate notice about the recall has been provided to all consignees by the firm conducting the recall.

2. The consignees located and controlled products and followed the recalling firm's instructions for removing product.

c. MSA program personnel will make a sufficient number of effectiveness checks to verify that the recall action is conducted in an effective manner, and that the firm is locating, retrieving, and controlling product. Also, the checks will verify that the firm is disposing of the product in accordance with regulatory requirements.

d. In the event that effectiveness checks disclose that consignees have not been notified of the product recall or have not acted as requested by the recalling firm, MSA program personnel will detain any products posing a health risk and notify the firm. If the firm does not take prompt action to contact the consignees with recall instructions, or the consignees fail to act on the product as requested by the firm, TDH may initiate other enforcement actions.

e. Once it is determined that a recall is completed by the recalling firm, the Officer in Charge, PRC, will send a "closeout" memo to the MSA Director. The memo summarizes the recall efforts by the firm that is conducting the product recall and the findings of the effectiveness checks.

7. Closure

The MSA Director will review the closeout memo. If the Director determines that the recalling firm has made all reasonable efforts to recall product and has either disposed of the product, or the product is under MSA control (retention or detention) or documented company control, the recalling firm will be notified by MSA in writing that the recall is terminated.

Note: If an MSA-inspected establishment shipped adulterated product, MSA inspection program personnel will verify that the establishment takes appropriate corrective actions in accordance with 9 CFR 417.3.

Customer Owned Animals and Products in Inspected Establishments

An establishment which has both a Grant of Inspection and a Grant of Custom Exemption may slaughter and/or process customer owned animals in either of two ways:

1. Handled identically with other inspected animals and products, including the right of retention and condemnation. Customer owned product prepared under inspection shall be identified with a complete label.

2. Handled separately and apart from inspected animals and products as custom exempt "not for sale." All custom exempt slaughter and/or processing will be conducted after completing all inspected work for the day, unless such custom exempt work is performed in a separate room.

It is the responsibility of the establishment to designate to the inspector, **PRIOR** to the time of slaughter, those customer owned animals which are to be handled as custom exempt and/or those animals to be handled as inspected. It is also the responsibility of the establishment to advise each owner of customer owned animals to be handled as inspected, that in the event any unwholesome condition is found during the inspection process, the whole or any part of the animal may be condemned. The establishment management is responsible for ensuring that only healthy animals, exhibiting no external abnormalities, are slaughtered under custom exemption for the owner of such animal in accordance with section 221.14 of the Texas Administrative Code.

Retail Exemption

Establishments may sell any properly labeled inspected product produced in their facility to retail customers. Those establishments that produce products for retail sale separate and apart from inspection either by time or space, or maintain any separate retail equipment or areas, will be required to mark "Retail Operations"on the application for a grant of inspection. Retail operations do not exempt the establishment from complying with established sanitation standards for equipment and facilities.

Poultry and Rabbit Exemptions

@ The Texas Administrative Code (TAC) provides for poultry exemption. MSA policy, consistent with TAC, is that producers of less than 10,000 poultry or rabbits may qualify for an exemption, but must apply for a poultry exemption on an MSA form 54. Applicants for poultry exemption must include, with the application, a detailed description of their proposed operation. The description must provide information regarding source of birds, expected customers (in general, i.e. household consumers, restaurants, retail stores etc.), whether or not other poultry products, other than slaughtered by applicant will be sold. Central office staff will determine whether or not the applicant's proposed production qualifies for a poultry exemption and will assign a PE number to the plant.

Wild Game Processing

Wild game may be processed in state inspected and custom exempt plants as long as these activities do not adversely impact on the regulated activities in these establishments. The following guidelines should be helpful.

1. Wild game may enter an edible carcass cooler provided it is skinned and cleaned before entering the cooler. This includes the removal of all hide, horn, hair, ingesta and manure. Exception: An unskinned carcass may enter a carcass cooler for short-term, temporary storage, provided it is completely bagged in plastic (horns and hoofs may not protrude from bag). Skinned game carcasses should not be stored in designated game coolers with unskinned or unbagged game carcasses.

2. Plants that skin wild game must have facilities for skinning and cleaning carcasses.

3. Clean game carcasses stored in edible meat coolers must be separated so they do not contact or contaminate any inspected or custom-exempt meat or meat product.

4. The skinning of game on the kill floor must be done at times other than when domestic animals are being slaughtered.

5. Rooms and equipment must be completely cleaned and sanitized after handling wild game.

6. When game carcasses are received, they must be promptly placed in a cooler or immediately skinned. They shall not be allowed to accumulate on docks, hallways or kill floors.

7. It is unacceptable to store game in inedible coolers or inedible rooms, skinned or unskinned.

8. Meat from game carcasses must be kept identified at all times as deer, elk, etc. and plainly marked "Not for Sale", (Reg. 318.1(h), 303.1(a)(2), 316.16, 317.16).

9. Meat from wild game must be processed in separate rooms from inspected or custom exempt meat or meat products, or processed at different times.

10. Meat and fat added to deer meat for sausage, burger, chili, etc. must be inspected product. Meat and fat may not be purchased from retail outlets and used in deer processing unless purchased and delivered by the owner. Uninspected pork fat may not be used in deer processing unless a customer brings his own uninspected fat to be mixed with his deer meat.

11. Steps must be taken to prevent any wild game from being labeled with an official mark of inspection such as econo-marker printers. Cry-O-Vac smoked deer sausage, etc. closely resemble inspected products and must be properly identified and labeled "Not for Sale".

Wild game to be smoked must be smoked at separate times from inspected and custom exempt product.

<u>Deer Processing Using Pork or Beef Trimmings</u>

Deer processors, whether MSA regulated or FDA regulated, may process hunter killed game for the hunter and use inspected beef, pork, or other amenable species in any products such as sausage and ground venison, without MSA oversight, up to amounts of finished product containing the amenable species considered normal retail quantities as listed in 9 CFR 303.1. (Three hundred pounds for beef and 100 pounds for pork.)

Quantities exceeding the normal retail quantities must be conducted under custom exemption and the establishment must comply with all provisions of 25 TAC 221.14 "Custom Slaughter and Processing", including record keeping.

If the venison product contains less than 3% amenable species, it will be considered as if it had no amount of amenable species.

All venison products prepared in MSA regulated establishments must be marked NOT FOR SALE and VENISON, DEER, ELK, etc. as appropriate.

Calf Identification

The following guidelines will be used to identify a calf:

1. Young animals weighing 750 pounds or less live weight.

2. Dressed carcasses ready for the cooler and identified on antemortem as obviously young animals may weigh up to 450 pounds.

3. A carcass identified as a calf by the Grading Service will be considered a calf regardless of weight.

4. Animals certified in writing and signed by the producer or the producer's veterinarian to be not more than 9 months of age will be considered calves regardless of size.

5. Livers or other parts marked as calf must come from an animal identified under one of the above criteria. When heavier animals are being slaughtered that may exceed the 450 pound dressed carcass weight restriction, it will be necessary to maintain the identity of the specific liver or other parts to be labeled until the carcass has qualified as a calf.

The FMIA, Title I, Section 1 (n)(1), states, "The term 'misbranded' shall apply to any carcass, part thereof, meat or meat food product ... if its labeling is false or misleading in any particular." Additionally 9 CFR §317.8(b)(12) states, "The term 'meat' and the names of particular kinds of meat, such as beef, veal, mutton, lamb, and pork, shall not be used in such a manner as to be misleading."

Cabrito Identification

FSIS defines *cabrito* as a kid or a young goat. Since the caprine and ovine species are closely related, the standards for labeling *cabrito* or "young goat" should be equivalent to the standards for lamb. Either term, *cabrito* or "young goat" meets the criteria for a caprine carcass or meat thereof if there is:

1. Proof that the goat was less than fourteen months of age

OR

2. Presence of break joint(s) as described in 7 CFR §54.122.

Product labeled *cabrito* or young goat that does not meet the established criteria is considered misbranded within the meaning of the FMIA.

The FMIA, Title I, Section 1 (n)(1), states, "The term 'misbranded' shall apply to any carcass, part thereof, meat or meat food product ... if its labeling is false or misleading in any particular." Additionally 9 CFR §317.8(b)(12) states, "The term 'meat' and the names of particular kinds of meat, such as beef, veal, mutton, lamb, and pork, shall not be used in such a manner as to be misleading."

Use of Rodent Bait in Official Establishments

If used, rodent bait must be in a rodent bait box and may not be used in a product area, including box storage areas. It would be best to limit the use of rodent bait to areas outside the facility. Rodent control systems inside the facility should be limited to spring traps, glue boards, or other similar devices, and if bait must be used inside, it may only be used in non-product areas such as mechanical rooms, company offices, and restrooms that do not open directly into production areas.

Section 9

CUSTOM EXEMPT ESTABLISHMENTS

General

Provisions for exemptions and requirements concerning exempt operations are specified in The Texas Health and Safety Code, Chapter 433 and the Texas Administrative Code, Title 25, Health Services, Section 221.14. (25 TAC 221).

Custom Exemption

All tissues derived from the slaughter of animals under custom exemption must be returned to the owner for consumption in the owner's household by the owner, his/her family, non-paying guests, and/or employees.

Only healthy animals, exhibiting no abnormalities, may be slaughtered by plants operating under a grant of custom exemption. The regulation specifies that the animal or animal product may not be adulterated. Unhealthy or unsound animals are those that exhibit any condition that is not normally expected to be exhibited by that species. Examples include, but are not limited to:

1. Animals that are not able to get up; have a missing or abnormal eye; swelling; rectal or vaginal prolapse.

2. Animals that have an obviously "fresh" break of the lower leg (below the stifle or elbow) and are able to walk and stand without falling down will not be considered to be unsound or unhealthy if no other abnormal conditions are noted.

3. Farm dressed animals are permitted by federal statute to be processed under the custom exempt rule, however, carcasses of these animals may not be adulterated as described above.

@ Paragraphs 221.14(a) (10) and 221.14(b) (11) of 25 TAC 221 are not intended to prevent the owner of custom slaughtered animals from receiving all parts of the slaughtered animal. Whether they are delivered to the owner will depend on the arrangement between the owner and the custom operator. However, paragraphs 221.14(a) (10) and 221.14(b) (11) require that any parts capable of use as human food must be properly denatured or otherwise identified to preclude their use for human food unless they are delivered to the owner of the animal. In the latter case, such denaturing or identification is not required.

Record Keeping

The Regional MSA Veterinarian is responsible for ensuring that adequate records are kept within each custom exempt operation within his region. Paragraphs 221.14(a) (2) and 221.14(b) (2) of the Texas Administrative Code specify that operators of facilities conducting custom slaughter or processing, shall keep records showing the numbers and kinds of livestock slaughtered on a custom basis, the quantities and types of products prepared on a custom basis, and the names, addresses, and telephone numbers of the owners of the livestock and products; and other records as required.

Such custom exempt records should be checked frequently. If the information appears suspicious, it should be verified by contacting the recorded owners by telephone. Information or evidence of apparent violations should be reported to the Division Director.

Product Identification

Custom prepared carcasses and parts shall be plainly marked "Not For Sale" and identified by owner name or code immediately after preparation. All custom prepared products must be packaged immediately after preparation and each package must be marked "Not For Sale" and identified by owner's name or code.

Review of Custom Exempt Establishments

The frequency of review of a custom exempt establishment will be based on its Assigned Risk Category.

The following categories are used to determine the frequency of reviews of custom exempt establishments. Categories are differentiated from one another on the basis of risk to public health and/or failure on the part of custom exempt establishments to comply with requirements.

RISK CATEGORY	DEFINITION	REVIEW FREQUENCY
1	At least one critical deficiency found	Quarterly, with a follow-up within five (5) days to determine the acceptability of the corrective action(s).
	Owner/Operator continually fails to correct problems	Additional or more frequent follow-up may be made if circumstances require.
2	At least one major deficiency found	Quarterly with follow-up on corrective action(s) during the next quarterly review.
3	Only minor deficiencies found	Bi-annually
4	No deficiencies found	Annually

@Reviewers shall keep in mind that the primary objective of the reviewer is to evaluate the obtained results. Minor deviations from existing facility standards are acceptable if appropriate compensating procedures are followed, and the product of the plant is clean, wholesome, and otherwise satisfactory. To the fullest extent possible, efforts should be made to visit establishments when they are in operation.

Responsibilities

The Regional MSA Program Manager or his/her authorized representative shall be responsible for the following:

1. Determine that the operation is of the type and character allowed by regulation.

@ 2. Review facilities in accordance with the Texas Department of Health Review and Evaluation Glossary for Custom Exempt Establishment Review.

3. Use MSA Form 59-4 to document the review findings and MSA Form 59-2 to describe the deficiency.

4. Take actions as follows:

Review Based Risk Category	Action
1	Retain product(s) and / or equipment if it poses a public health threat, advise the Regional MSA Program Manager, and document review report accordingly. Discuss with the owner/operator prior to leaving the establishment.
2 and 3	Advise owner/operator on required corrective action and agree on a completion date(s). Do this prior to leaving the establishment.
4	NA

5. Distribute copies of the MSA Form 59-4 and MSA Form 59-2 as is done for in-depth inspections of official establishments.

6. If correction of significant deficiencies cannot be obtained, provide the office of the Division Director with such information, and copies of all supporting documents. These documents should prove that the deficiencies have been explained to the manager, and that every effort has been made to obtain corrections.

The Division Director will review the information and documentation of deficiencies and, when appropriate, take one of the following actions, depending on the severity of such deficiencies:

1. Write a letter of warning to management which will provide for a resurvey of the operation in ten days.

2. Write a letter to management suspending the Grant of Custom Exemption.

3. Impose Administrative Penalties based on established criteria.

An MSA Program Review and Compliance Officer, will be responsible for all appropriate detention of product in non-compliance at the time of and subsequent to suspension of the exemption.

Animals Which Have Died Otherwise Than By Slaughter

Section 221.14 (b)(1) of the Texas Administrative Code states “No adulterated carcasses or parts as defined in section 221.12 (b)(2) of this title shall be accepted for custom processing.” Section 433.004 of the Health and Safety Code states in part, "a carcass, part of a carcass, meat, or a meat food product is adulterated if: ..., any part of it is the product of an animal, including an exotic animal, that has died in a manner other than slaughter." Section 221.12 (b)(2) defines adulterated to include “any part of a carcass that is the product of an animal that has died in a manner other than by slaughter.” Therefore, we cannot authorize the entrance into official establishments of animals which have died otherwise than by slaughter.

Farm-Killed Animals

Farm-killed cattle, swine, sheep, goats, ratites, and hunter-killed wild hogs or exotic game animals may be accepted for custom exempt processing by establishments with a current Grant of Custom Exemption under the following conditions:

1. Hide-on carcasses may only be accepted by custom exempt establishments with acceptable facilities and procedures for holding and skinning such carcasses;

2. Hide-off carcasses may be accepted by custom exempt establishments provided that the carcasses are clean, unadulterated, and require no further cleaning and/or dressing prior to further processing.

3. All custom exempt requirements relating to sanitation, record keeping, and marking "not for sale" must be strictly followed; and

4. Carcasses from animals that died other than by slaughter, obviously diseased, decomposed, or otherwise adulterated (as defined in the Texas Meat and Poultry Inspection Act) carcasses may not be accepted.

Section 10

FEDERAL-STATE COOPERATIVE INSPECTION PROGRAM (FSCIP) OPERATIONS

Federal-State Cooperative Inspection Program Agreement
(formerly Talmadge-Aiken Agreement)

The Texas Department of Health and the United States Department of Agriculture have entered into a Federal-State Cooperative Inspection Program (FSCIP) agreement to utilize State personnel in the performance of mandatory and voluntary meat and poultry inspection functions in Federal plants. The stated intent of this agreement is to take advantage of the economy and efficiency of utilizing State personnel to the benefit of the two agencies and the taxpayers.

The requirements of this agreement are as follows:

1. The staffing of state plants applying for federal inspection will be determined by joint agreement of the two agencies. The plant does not dictate whether state or federal employees will provide inspection.

2. Plants to be staffed by state personnel will be designated as FSCIP plants. In such FSCIP plants, the MSA program will select and/or assign qualified state agency personnel to conduct inspection.

3. The State Program Director will be responsible for the

    a. technical review of inspection work,

    b. review of facilities and equipment for the purpose of approving, suspending or revoking approval, and

    c. approval of qualified state employees to perform inspection services.

4. Personnel that are to function under this agreement may be provided training at the FSIS Training Center or through State programs as approved by appropriate Federal Authority.

5. Federal-State Cooperative Inspection Program plants will be reviewed by state personnel in accordance with FSIS Regulations and Directives. Such plants are subject to periodic review by the State Program Director. This does not preclude unannounced reviews by the U.S.D.A.

Staffing Requirements

The Inspector-in-Charge in an FSCIP establishment will be required to have successfully completed Basic Livestock Slaughter Inspection, Basic Processed Food Inspection, PBIS training and any other required training. Upon successful completion of the training requirements and notification by the

Regional MSA Manager of the intended FSCIP establishment assignment, the Director will issue a PBIS badge number to the inspector. The number should be used on federal correspondence and PBIS documentation by the inspector.

Each Regional MSA Veterinarian is required to submit to the central office a list of inspectors, including their badge number, by establishment assignment effective on the first day of each quarter beginning in October, January, April, and July. The list should be submitted by the 7th of the month preceding each quarter. In addition to the quarterly list, whenever assignment changes are made, or a relief inspector will cover a plant for an extended period, the central office should be notified of the change at least two weeks prior to the effective date.

Overtime and Compensatory Time in Federal-State Cooperative Inspection Program

The general rule applying to overtime and compensatory time in FSCIP plants is that federal holidays apply to the plant and state holidays apply to the inspector. The following guidelines provide further explanation:

1. In cases of routine overtime (when the standard work day or work week is exceeded) the plant will pay overtime to the U.S.D.A. as billed by them and the inspector will be given compensatory time. The inspector will use Activity Code 482 and the state will receive 100% reimbursement from the U.S.D.A.

2. In cases of a state holiday which is not a federal holiday, the plant will not be charged overtime (state or federal). The inspector will use Activity Code 485 and treat this time as compensatory time earned. No reimbursement will be sought from the U.S.D.A.

3. In the case of a federal holiday which is not a state holiday, the plant will pay overtime to the U.S.D.A. as billed by them but the inspector will not receive compensatory time. The inspector will again use Activity Code 482 and the state will receive 100% reimbursement from the U.S.D.A.

Section 11

VOLUNTARY INSPECTION SERVICES

Plant management must reimburse the Texas Department of Health for inspection services which are not required under the Federal Meat Inspection Act (FMIA), the Federal Poultry Products Inspection Act (FPPIA), Texas Meat and Poultry Inspection Act (TMPIA). Such services would include the inspection of warehouses, sandwich operations and the certification of inedibles and are referred to as Reimbursable Voluntary Inspection. Plants requesting such services must make application for voluntary inspection services and obtain an establishment "V" number. Time for inspection services and travel time shall be charged in one-half hour increments at the current hourly rate. Additionally, plant management must reimburse TDH for all mileage and per diem expenses incidental to such inspection services. Plants requesting inspection for species not regulated under the FMIA or the FPPIA, but required under the TMPIA must apply for voluntary inspection and obtain an establishment "V" number. However, the first 8 hours per day and the first 40 hours per week of inspection will be provided without charge.

The following procedures will apply to the collection of payment for voluntary inspection services:

1. An MSA-53 is to be submitted to the Central Office on a weekly basis to document services to establishments for which a fee will be charged. A month-end, consolidated MSA-53 is also required. The MSA-53 will be completed by recording the amount of inspector-time worked, plus travel time in the block across from VT and under the appropriate date. The amount of money due the Texas Department of Health will be completed. The MSA-53 will also include the amount of mileage and per diem associated with the time worked.

2. After completion of the MSA-53, it is to be signed by the inspector and the plant owner or manager, and the regional office will promptly mail the original MSA-53 to the Central Office in Austin.

3. The total amount of time, including travel time, shown on the MSA-53(s) must correspond exactly with the time shown on the Employee Time Record, Form No. B-53, chargeable to Activity Code 487, "Voluntary Inspection". The total amount of travel expenses charged to the plant, shown on the MSA-53(s), must match exactly the total of the mileage and per diem claimed on the inspector's travel voucher which is charged to Activity Code 487. The travel voucher forms are filled out as usual, except: (1) on the blank line entitled "Activity Code", enter "Multiple" if more than one Activity Code applies; and (2) attach Multiple Activity Travel Report, Form B-71, properly filled out as the second sheet of the voucher.

4. All charges for voluntary inspection services, including travel costs, will be billed to meat plants by the Central Office.

5. Meat plant management will mail payments directly to Austin in response to invoices mailed to them from the Central Office.

6. Failure to promptly pay invoices will result in cessation of voluntary inspection services as directed by the Central Office.

Policy and Procedure for Voluntary Inspection

Provisions and requirements concerning voluntary inspection are specified in the Texas Health and Safety Code, chapter 433 and the Texas Administrative Code, Title 25, Health Services, Section 221.15 (25 TAC 221).

A mobile slaughter unit, when it is set up, should be considered same as a permanent slaughter facility. There should be no variation in acceptable dressing and handling procedures because the unit has wheels.

Schedule of Operations

Since wild game hunting is unique and no defined work schedule agreement exists for the slaughter of wild game, the packer shall notify the TDH Regional Office of his intent to conduct operations on or before 10:00 a.m. on the Friday preceding the week that he plans to conduct field slaughter operations. Failure by the packer to schedule operations as stated above may result in denial of inspection due to the lack of availability of inspection personnel. It is the packer's responsibility to call in on time and schedule the hunt on time.

Change in Scheduled Operation

ANY change in the schedule of operations shall be made through the Regional TDH Office and **NOT** through inspection personnel, except in unusual scheduling circumstances.

Fees

Fees shall be assessed in one-half hour increments for inspection services, provided by a Department Meat Safety Assurance Division (MSA) inspector to a facility holding a grant of inspection, as specified in subsection 221.12 (d) of this section. Failure of a grant holder to promptly pay invoices will result in cessation of overtime inspection services. Inspection time includes, but is not limited to:

1. The MSA inspector’s time in the field during a hunt,

2. The MSA inspector time spent completing inspection records,

3. The MSA inspector’s time spent waiting for any purpose to facilitate the processor

4. The MSA inspector time for travel between hunt sites, and

5. The MSA inspector time for travel from the inspector’s official duty location to the field site and return.

Breaks in the field

Breaks in the field due to the lack of deer movement should not be allowed. A break in the field due to lack of deer movement and/or poor hunting conditions could last until the deer start to move, which is unpredictable. The packer must understand that this is one of the hazards of the business that he/she has entered into and that to request a break regardless of time would take unfair advantage of the inspection personnel, since inspection personnel are not responsible for deer movement or hunting conditions.

Records and Reports

The following records and reports will be completed and maintained:

1. Work reports, MSA-53, used by the meat inspector to log slaughter production, condemn meat products and record reimbursable services to include time, mileage and per diem charges. Retain records 3 years.

2. Drug Certification For Exotic Game and Alternate Animal Species, MSA- 71, used by the meat inspector to certify what, if any, drugs have been administered to exotic game offered for slaughter. Retain records 1 year.

3. Tuberculosis Surveillance form, used to record species data for tuberculosis epidemiology in conjunction with post-mortem inspection. Send reports to Central office monthly.

4. Non Compliance Record (NR), MSA-17-2, used to document deficiencies.

Sanitary Dressing Procedures

1. Inspectors assigned to post-mortem duties are responsible for verifying that sanitary dressing procedures are followed. They should observe the condition of rooms, equipment, and clothing of plant employees to verify that they are clean and that the equipment, including disinfection units, wash basins, and facilities for inspection, are in proper working order.

2. Each inspector should constantly observe the maintenance and use of disinfection units and wash basins during operations and require that they be properly maintained and used.

3. The following are general guidelines of sanitary dressing applicable to all species of livestock slaughtered:

a. The Person performing slaughter operations must not permit any contamination of edible portions of the carcass with materials such as feces, urine, hair, ingesta, milk, bile, pathological tissues and exudates, and other filth. All controls of slaughter and dressing procedures must be aimed at accomplishing this purpose.

b. Slaughter operations must be conducted in a manner that precludes contamination, i.e., adequate separation of carcasses, parts, and viscera during dressing; routine cleaning and disinfection of certain equipment and hand tools; design and arrangement of equipment to prevent the contact of successive carcasses and parts; and appropriately located, functional lavatories and disinfection units.

c. In the event that contamination does occur, it must be handled promptly and in a manner that ensures adequate protection to the remaining product. Contamination with feces, milk, pus, or pathological tissue or exudate must be promptly removed by trimming. Removal must be complete. Enough tissue must be removed so only clean meat remains. Scraping with the edge or back of a knife, wiping with a cloth or towel, or the use of a water spray are unacceptable procedures for removal of this type of contamination.

d. The more specific elements of sanitary dressing will be illustrated according to species. Some items, while having primary application for one species, may have value in understanding and applying sanitary dressing procedures to other species. It is impossible to devise specific procedures that will apply in all situations; therefore, other procedures may be accepted if the purpose of the requirements is fully accomplished.

Exotic Animal

1. Sanitation. All slaughter operations, including field slaughter, are to be conducted in a way that precludes contamination. The following conditions, as a minimum, shall be met.

a. The slaughter facility or mobile slaughter unit shall be constructed of smooth and impervious material capable of being thoroughly cleaned and sanitized prior to commencing operations and must be so maintained.

b. Only potable water shall be used in conjunction with exotic animal slaughter procedures. Water from private water wells shall be tested for potability by an approved laboratory within six (6) months prior to use. Water from portable water tanks shall be tested by an approved laboratory every six (6) months to determine that potable water remains potable after being in the portable tanks. Results of such testing shall be made available to the TDH inspector.

c. A minimum of 180EF hot water is required on the skinning/evisceration floor for equipment and unit sanitization during pre-operational and operational sanitation procedures. For emergency situations involving loss of unit power, an approved procedure should be available for utilizing chemical sanitization in lieu of hot water for sanitization during the remaining period of the hunt.

d. Mobile as well as fixed slaughter units shall provide adequate measures to control flies, other insects, and dust.

e. A sufficient number of inedible barrels must be available during each harvest. Barrels shall be marked "INEDIBLE" in letters at least 2" high. Adequate amount of denaturant will be used on all products placed in the "INEDIBLE" barrels.

2. Ante Mortem Procedures

a. The producer must certify by completing and signing form MSA-71, Microchip Certification and Drug Advisory For Alternate Food Animal Species, whether the animal(s) have been identified with a microchip device.

b. For mobile and field slaughter, once an animal has been shot, the animal will be bled as soon as possible in the field with a properly sanitized knife. The assigned inspector will examine and inspect each animal prior to its entry into the processing facility to assure that the animals being harvested appear to have been healthy and were killed by the harvester.

c. For field slaughter, environmental temperature may affect the time that may lapse before it is necessary to return to the mobile slaughter unit or processing facility for skinning and eviscerating. High environmental temperature may shorten the time lapse prior to dressing, as dressing must begin before the carcass becomes distended due to gas formation in the interstitial tissues or in the small intestine. The TDH inspector has the final decision in determining the actual time allowed between bleeding and skinning; however, a two and one half (2-1/2) hour time lapse shall not be exceeded.

3. Post Mortem Procedures

a. The vehicle used for transporting the slaughtered exotic animals shall be clean prior to use and shall be cleaned as needed, during the operation.

b. Dressing procedures are to begin at the slaughter unit as soon as practical after slaughter.

c. Heads from animals slaughtered by gunshot to the head shall not be used for food purposes. Such heads shall be denatured and placed into inedible containers.

d. In the event that an animal is shot in an area other than the head, the resulting wound area and/or bruised areas must be trimmed of all contamination

e. The dressing of any animal whether it be the removal of a foot, head or any part is strictly forbidden in any area other than inside the slaughter unit, regardless of the size of the animal. However, the removal of the antlers is permitted prior to entering the slaughter facility.

4. Dressing Procedures.

a. It is imperative that butchers keep their hands as clean as possible; adequate facilities for washing hands must be readily accessible.

b. Skinning operations begin at the hind legs and must be conducted in a sanitary manner.

c. As the pelt is removed, care must be taken to prevent contamination of the carcass by dirty hands, knife or pelt.

d. If a pelt puller is used in such a manner that the carcass is raised to a horizontal position, the carcasses of the female animals must be checked closely for urine leakage. Forceps may be used over the vulva to preclude urine leakage.

e. Scalping is done after the pelt is loosened from the carcass. Heads that the establishment elects not to scalp must remain with the carcass until inspection is completed. Nasal and oral cavities should be flushed before heads are placed on inspection tables.

f. Overall washing of carcasses should be accomplished before any openings are made for inspection or evisceration. The washer should take care to prevent filling the rectum with water during washing operations. To accomplish this it is helpful to hold down the tail.

g. The knife or other instrument used to open the breast must be disinfected after each use.

h. The bung is not to be dropped until washing is completed. After opening the pelvic area, the neck of the bladder and the dropped bung should be grasped firmly and held until they clear the body cavity.

i. Evisceration must be accomplished in a manner that precludes contamination of the carcass with contents from the bladder or intestine; viscera is to be placed in an inspection pan.

j. If intestines are to be saved, contamination should be prevented by stripping and/or tying between the large and small intestine before removing from the table and sending to the next station.

5. Inspection Procedures

a. Head Inspection

1) Observe the head

2) Incise both mandibular lymph nodes (evidence of purulent material, either liquid, semi-solid, or solid is abnormal and requires veterinary disposition.)

3) Incise both parotid lymph nodes (evidence of purulent material, either liquid, semi-solid, or solid is abnormal and requires veterinary disposition.)

4) Incise both medial retropharyngeal lymph nodes (evidence of purulent material, either liquid, semi-solid, or solid is abnormal and requires veterinary disposition)

5) Incise both lateral retropharyngeal lymph nodes when they are identifiable (evidence of purulent material, either liquid, semi-solid, or solid is abnormal and requires veterinary disposition)

6) Observe and palpate the tongue

b. Viscera Inspection

1) Observe esophagus, omental fat, mesenteric lymph nodes and rest of abdominal viscera for parasites, contamination or abnormalities. (Enlargement of mesenteric lymphatics requires veterinary disposition)

2) Palpate the small intestine for evidence of thickening.

3) Observe bile duct and express its contents from a cut made by the eviscerator.

4) Observe and palpate all surfaces of the liver.

5) Grasp the heart with the right hand. Palpate bronchial nodes with the thumb and fingers of the right hand. Place the right bronchial lymph node between the thumb and index finger: the left bronchial node between the second and third fingers.

6) Palpate the mediastinal lymph nodes with the thumb and fingers of the left hand.

7) Observe and palpate all surfaces of each lung and the heart.

8) Incise the mesenteric and bronchial lymph nodes. (evidence of purulent material, either liquid, semi-solid, or solid is abnormal and requires veterinary disposition.)

c. Carcass Inspection.

1) Observe the external surfaces of the carcass, the pelvic cavity, the abdominal cavity and diaphragm.

2) Observe and palpate the kidneys.

3) Observe the thoracic cavity.

4) Palpate the prefemoral, popliteal, and the supramammary or superficial inguinal lymph nodes.

5) Pass hands down the back and sides of the carcass.

6) Palpate the prescapular lymph nodes, pass hands over the shoulders and lift the forelegs.

7) Observe the shoulders, neck, and head.

6. Processing. Processing of carcasses shall be conducted in a manner and location that complies with requirements for processing all livestock carcasses, including the provisions adopted under §221.11.

Section 12

LABORATORY UTILIZATION

Sample Submission For Residue Testing

When performing on premise residue tests, use the self-instructional guide for the appropriate test - STOP or FAST. Enter information regarding each test on MSA form 49. Submit MSA form 49 through the regional office to the central office, quarterly, no later than the 5th of March, June, August, and October. The form may be submitted via email. If no STOP or FAST were performed during the reporting period, an email stating no tests were performed is required.

When a FAST or STOP is positive, submit tissues to the FSIS lab for confirmation. The following information supplements instructions on the back of FSIS Form 10,000-2:

Block 1- Leave Blank

Block 2 - 48

Block 3 - 40

Block 4 - PHR#

Block 5 - Leave Blank

Block 7 - TX - ###

Block 10- STOP

Block 11- Case Number from Residue Case List if animal owned by previous violator

Block 15- Mark Midwestern Lab

Block 16- Do not use slaughter plant address. Be sure to use complete mailing address of producer.

Block 19- Leave Blank

Block 20- Leave Blank

Block 21- Mark Residue and enter general residue class code; see back of form for codes.

Block 23- Enter all available identification device information for all animals sampled. Tag types include, but are not limited to Tattoos, brands, tail tags, MCT tags, sales tags, ear tags, and back tags.

Block 24- Enter "Presumptive Positive STOP"

Sample Submission for National Residue Monitoring Program

MSA participates in the National Residue Monitoring Program by collecting samples for submission to an FSIS laboratory. FSIS generates requests for samples on FSIS Form 10,210:3. The forms are sent to the central office, the central office distributes a portion of the requests to each region for further distribution to the appropriate slaughter inspectors. The central office distributes the forms based on the slaughter history of the region. The regional office should determine at which facility the samples should be collected and attempt to provide the necessary shipping containers to the inspector along with the sample request forms. The goal should be to fill all of the sample requests received.

Please follow these instructions:

1. The sample is collected at random without prior notification to plant management of the sampling schedule.

2. When sample collection is from livestock (cattle, calves, sheep, goats, swine or horses):

    a. Collect on pound of each tissue specified on FSIS Form 10,210:3 from a single animal.

    b. Bag tissue separately.

    c. Label tissue type on bag.

3. Prefreeze coolant provided in the sample box.

4. Freeze samples immediately after collection. Freezing can be accomplished in the sample box with lids open.

5. Part 1 of FSIS form 10,210-3 is preprinted, you only need to complete item 3. This block has 00048*M pre-printed; print the establishment number in this block over or following the asterisks, i.e.,for establishment 0038 write in 48* 0038.

6. Complete Part II of the form by including the appropriate information.

    Blocks 19 - 20 self explanatory
    Block 21 enter the product temperature when shipped (if frozen just write "frozen")
    Block 22 mark "No"
    Block 26 print the animal owner's name and address, not the plant's
    Block 27 include back tag numbers, ear tag numbers, or other identification.
    Blocks 29 - 32 self explanatory

7. Attach the white label with the city, state, plant # (enter the plant number after00048* M) and collection date to the sample bag.

8. Mailing and Distribution:

   a. Put your plant's address on the Federal Express Airbill provided. Attach the airbill to the sample box in the designated area. REMEMBER TO PULL THE PINK COPY IN CASE YOU NEED TO TRACE THE SAMPLE.

   b. Place the completed FSIS Form 10,210-3 in a plastic bag for protection and put into the sample box along with the frozen tissues.

If you are unable to fill the request (species not available, plant not operating, unable to obtain shipping container within the time frame, etc) follow these instructions:

@1. Record on the Residue Sample Request Compliance Report the reason a sample was not available by stating the reason sample was not collected. Use one of the reason given in block 33 of the FSIS from 10,210-3.

@2. If the reason for not filling the request is "needed supplies or appropriate shipping container not available", write "Please send supplies or container to IIC Your Name, Plant Name and address."

@3. File FSIS Form 10,210-3 and the pre-printed Federal Express form in the plant file for 90 days.

Meat Sample Submittal for Chemical Analysis

Samples will be selected as frequently as necessary to assure compliance of product, based on the specific operating practices at the establishment, amount of production, history of compliance, and variation in sample results. PBIS schedules requiring a sample are only to be used to determine that samples have been collected according to this schedule:

1. Economic adulteration - i.e. fat and added water - annually

@ 2. Health Related - i.e. aW for shelf stable products packaged using a reduced oxygen method and not containing nitrates - or PH when necessary for shelf stability.

Laboratory sampling should not be a routine procedure, but a real tool in the successful inspection evaluation of processed foods. Each test request has a specific cost value chargeable to the state inspection program which could lead to an unnecessarily expensive outlay of funds if the test requests are chosen without good logic. Laboratory testing is vital to proper product evaluation, and is frequently the only reliable data the inspector can obtain to make a fair, unbiased determination of compliance.

The chemical laboratory analysis forms were developed to help each inspector select the desired compliance requirements of every food product produced. A list of test possibilities is included to help the inspector make the necessary test selections. Before requesting a test, the requirements of the meat food product to be sampled should be reviewed. If a composition value is needed to determine compliance, the appropriate test should be requested. If the inspector has a doubt about the appropriateness of a specific test, the supervisor should be consulted.

The following guidelines are provided for submitting meat samples to the chemistry lab:

1. The product label should be submitted with each sample.

2. The inspector, not the plant, will select the sample and assure that it is representative of the production as a whole.

3. Meat samples will be provided without cost as per paragraph 318.9 of the Regulations.

4. The size of the meat or meat food product sample selected and submitted should generally be between one (1) pound and one and one- fourth (1-1/4) pounds unless otherwise stipulated. One such exception to this is that only four (4) ounces of jerky is required for moisture-protein analysis.

5. Part 23.3(a) of the manual describes how formalin may be added to fresh product samples for laboratory analysis to help prevent decomposition. This additional step prior to freezing the sample should help preclude future samples from being unfit for analysis upon arrival at the laboratory. Formalin may not be used when submitting fresh product samples for microbiological analysis.

6. As quickly as possible after the perishable sample has been selected, it should be placed in a plastic sampling bag and the neck of the bag twisted, turned on itself, and sealed with a rubber band. Then place the bag in another plastic bag, insert the identifying slip and secure the second bag by folding the top down and applying a tape seal.

7. Place the meat or meat food product sample in a deep freeze under security. Leave the sample in the freezer until solidly frozen and until just prior to submission to the laboratory.

8. Samples of non-meat dry substances (spices, cures, etc.) submitted for laboratory analysis will weigh not less than two and one half (2 ½) ounces nor more than three (3) ounces. Samples of non-meat liquid substances (pumping pickle, etc.) submitted for laboratory analysis will measure not less than four (4) ounces nor more than five (5) ounces.

9. Prepare the sample for mailing by placing in a styrofoam lined box available through the regional office. Add appropriate frozen gel pack. Place the laboratory request in the box last so it will be readily found when the box is opened and seal the box. Write "Perishable" and "Rush" in bold letters on the outside of the box. Use a special mailing label to mail the sample directly to the laboratory.

10. If more than one sample is included in a single box, care should be taken to identify the sample with the proper laboratory submittal form.

11. Routine meat or meat food product samples should be mailed on Monday or Tuesday; however, samples taken from retained products should be mailed immediately. When retained samples are mailed, be sure to notify the laboratory the same day by telephone for special consideration. Mark "Rush- product retained" on the outside of the container with a colored marker.

12. If you request analysis for phosphate be sure to identify the chemical phosphate compound that was used.

13. When requesting analysis for added water, be sure to list all protein source ingredients by % of a formula on the lab form, see list of protein source ingredients on page 109.

TESTING FOR ECONOMIC PURPOSES
To Be Performed Annually

PRODUCT	FAT	MPR	ADD H_2O
GROUND BEEF / HAMBURGER	X		
SAUSAGE (COURSE GROUND)			X
COOKED SAUSAGE (FINE / COMMINUTED)	X		X
(SPECIES) SAUSAGE	X		
SUMMER SAUSAGE (FARM & THURINGER)		X	
SUMMER SAUSAGE (CERVALAT)			X
JERKY		X	

Content of Soy, Cereal, Nitrite, etc. is to be verified by observation at formulation unless the IIC believes that they are being used in an unauthorized manner. The same applies to the 3% limit on in-going water or ice in fresh sausage.

TESTING FOR HEALTH RELATED PURPOSES
To Be Performed Quarterly

This type of testing is to be done when a quantifiable product characteristic is being used to retard the growth of pathogenic organisms.

EXAMPLE OF PRODUCT	TEST
1) *NON-REFRIGERATED, SEMI-DRY, SHELF STABLE, SAUSAGE 2) PICKLED PORK SKINS	ACIDITY (pH)
SHELF STABLE JERKY WITHOUT NITRITE	WATER ACTIVITY (Aw)

* Shelf stability may be achieve in various ways. It may be the cumulative, interactive effect of such variables as pH, Aw, brine concentration, moisture protein ratio, etc. When the safety of such a product is to be verified through laboratory testing, all variables contributing to the product's shelf stability must be tested using the same sample. Refer to MPI regulations, Food Standards and Labeling Policy Book, FSIS directives, etc. to discern the appropriate tests for a given product.

PROTEIN SOURCE INGREDIENTS THAT MAY IMPACT "ADDED WATER" DETERMINATIONS

When a request is submitted to the laboratory for "Added Water," refer to the following list to determine is any of the ingredients are used in
the product to be tested. If any of the following protein sources are included in the formulation of the product, the protein source is to be
listed on the laboratory request form by name and amount used in the product formulation.

CATEGORY	INGREDIENT	% PROTEIN
Soy Products	Isolated Soy Protein (ISP)	90%
	Soy Flour (SF)	50%
	Soy Protein Concentrate (SPC)	70%
Fish Products	Fish Protein Isolate	100%
	Fish Protein Concentrate	80%
Yeast Products	Hydrolyzed Yeast	55%
	Autolyzed Yeast	80%
	Yeast Extract	80%
Animal Products	Whey	15%
	Nonfat Dry Milk (NFDM)	35%
	Milk Protein Hydrolysate	91%
	Sodium Caseinate	50%
	Casein	100%
	Bone Protein	100%
	Blood Protein	100%
	Pork Skin Product	100%
	Gelatin	100%
	Hydrolyzed Animal Protein	100%
	Ham Flavor	100%
	Meat Extract	100%
	Dried Meat Stocks	100%
Plant Products	Mustard	35%
	Spice Mixtures (not to include mustard)	10%
	Cereal	10%

	Wheat Gluten	10%
	Hydrolyzed Plant Protein (HPP)	50%
	Hydrolyzed Vegetable Protein (HVP)	50%
	Mono Sodium Glutamate (MSG)	50%
	Vegetable Starch	1%
	Starchy Vegetable Flour	10%

Analysis Requested	Tissue(s) Obtained	Sample Preservation	Laboratory
Chlorinated Hydrocarbon Insecticide	One Pound Fat	Frozen	Texas Dept. of Health 1100 W. 49th Street Austin, Texas 78756
Organic Phosphorus Insecticide	One pound each fat and muscle	Frozen	Texas Dept. of Health 1100 W. 49th Street Austin, Texas 78756
Carbamate Insecticide	One pound each fat and muscle	Frozen	Texas Dept. of Health 1100 W. 49th Street Austin, Texas 78756
Fungicides	One pound each - fat, muscle, liver, and kidney	Frozen	Texas Dept. of Health 1100 W. 49th Street Austin, Texas 78756
Heavy Metal Poisoning(lead, selenium, arsenic, or mercury	One pound each - fat, muscle, liver, kidney, and rumen or crop contents	Frozen	Texas Dept. of Health 1100 W. 49th Street Austin, Texas 78756
Herbicide	One pound each fat and muscle	Frozen	Texas Dept. of Health 1100 W. 49th Street Austin, Texas 78756
Antibiotics	One pound each - liver, kidney, and normal muscle tissue distant to injection site.	Frozen	Reference FSIS 10,620.1, Rev. 1
Species Determination	One pound of uncooked meat of Boneless Meat	Frozen	Texas Veterinary Medical Diagnostic Lab Drawer 3040 College Station, Texas 77840
Histopathological Examination	All abnormal tissues and normal tissues to include: heart, liver, spleen, kidney, brain (cerebrum, cerebellum, medulla, and brain stem	1/4 to ½ inch sections in 10% buffered formalin	Texas Veterinary Medical Diagnostic Lab Drawer 3040 College Station, Texas 77840 OR P.O. Box 3200 Amarillo, Texas 79106

Sample Kits Available for Slaughter Operations

Order from:	Type Kit:
r State-Federal Diagnostic Lab 4501 Springdale Rd. Suite D Austin, Texas 78723 512-933-0441	Brucellosis Blood Tubes
Regional Zoonosis Technician	Tick Identification Kit
USDA, APHIS Veterinary Services Screwworm Eradication Program P. O. Box 969, Moore Air Force Base Mission, Texas 78572	Screwworm Sample Tube Kit
USDA, APHIS Veterinary Services 903 San Jacinto Blvd. Room 220 Homer Thornberry Judicial Bldg. Austin, Texas 78701 512-916-5551	Tuberculosis Specimen Kit
Texas Veterinary Medical Diag. Lab Drawer 3040 College Station, Texas 77840	Pathology Specimen Submission Forms (Account # 17389)
Approved State Laboratory in your Area OR Texas Department of Health 1100 West 49th Street Austin, Texas 78756	Water Sample Bottles

r There are three additional State-Federal Labs around the state. For more information contact Rick Nabors at 512-933-0441.

A. **Microbial Sampling of Ready-to-eat (Rte) Products**

I. PURPOSE

This policy provides inspection program personnel with instructions for sampling ready-to-eat (RTE) meat and poultry products produced in official establishments. Additionally, it outlines the regulatory actions MSA will initiate when a sample of such product tests positive for a microbial hazard, such as *Salmonella, Listeria monocytogenes, E. coli O157:H7,* and *staphylococcal enterotoxin*.

II. REFERENCES

Part 417 of the Federal meat and poultry products inspection regulations
FSIS Directive 10,210.1, Amend. 2, dated 10/16/00
FSIS Directive 5000.1, dated 11/21/97
FSIS Directive 5400.5, dated 11/21/97
FSIS Directive 10,240.2, Revision 1 dated 12/1/00, Attachment 1, Questions and Answers
Section 8 of this Policy and Procedure Guide in the area titled "Procedure for Recall of Inspected Meat and Poultry Products".

III. TERMINOLOGY

Ready-to-Eat (RTE) Product – Product that is intended to be consumed without any further safety preparation steps. MSA will sample and test RTE products produced under the following processing categories:

A. not heat treated—shelf stable (9 CFR 417.2(b)(v), ISP activity number 03E)
B. heat treated—shelf stable (9 CFR 417.2(b)(vi), ISP activity number 03F)
C. fully cooked—not shelf stable (9 CFR 417.2(b)(vii), ISP activity number 03G)
D. product with secondary inhibitors—not shelf stable, (9 CFR 417.2(b)(ix), ISP number 03I).

NOTE: Establishments may produce RTE and Not-RTE products under A, B, and D. The chart on page 120 provides further guidance regarding how establishments and inspection program personnel may determine whether a product is RTE or Not-RTE. When collecting samples from these categories, inspection program personnel should only collect RTE product. Also, for products that can be RTE or Not-RTE, inspection program personnel are to collect samples as RTE if the establishment does not follow the guidance for a Not-RTE product described in the chart on page 120**.** Products that can be RTE or Not-RTE **will not** be sampled **only** if all the provisions in the guidelines are met by the plant, i.e., the label clearly indicates the product must be cooked and includes validated cooking instructions or temperatures to which the product must be cooked.

Sample – A collection of product that represents a larger group (the sampled lot) that has passed the establishment's pre-shipment HACCP review. The sample should be in its consumer-ready package state whenever possible. When this is not possible (e.g., the shipping container is too large to mail), inspection program personnel may permit the establishment to short-weight or slack-fill a container. In such cases, the sample must be produced in the same way as the rest of the product it represents;

the only difference would be the size of the package. Minimum sample size for analysis is 1 lb of product, except dry shelf stable product, (jerky, carne seca) which is 6 oz. If package size is less than 1 lb or 6 oz (for dry product) collect enough intact packages to equal either 1 lb or 6 oz.

Sampled Lot - This is the amount of product represented by the sample. The establishment defines the sampled lot. As a guide, MSA considers all product produced under a single HACCP plan between performance of complete cleaning and sanitizing procedures (clean-up to clean-up) to be an appropriate definition of a sampled lot. In situations where recall, retention, or seizure is necessary, MSA may determine that more product or less product than that produced from clean-up to clean-up under the HACCP plan is represented by the sample. In making this determination, MSA will consider such factors as the establishment's coding of product; the pathogen of concern; the processing and packaging; the equipment; the establishment's testing under its HACCP plan; the establishment's HACCP plan monitoring and verification activities performed in accordance with 417.2 and 417.4; Sanitation SOP records as required in 416.16; and whether some or all of the products controlled by the same or substantially similar HACCP plans have been affected.

IV. POLICY

A. MSA verifies the adequacy of an establishment's HACCP system by determining whether HACCP plans meet the requirements of 9 CFR Part 417 and all other applicable regulations, and whether the system is being operated as planned. Verification activities include, but are not limited to, collecting and testing RTE products for microbial hazards. MSA may analyze RTE meat and poultry products for *Salmonella* AND *Listeria monocytogenes*, and if the product contains beef it will also be analyzed for *E. coli O157:H7.* Dry or semi-dry fermented sausages will be analyzed for *Salmonella, Listeria monocytogenes, E. coli O157:H7* and *Staphylococcal enterotoxin* if they contain beef or for *Salmonella, Listeria monocytogenes,* and *Staphylococcal enterotoxin* if they do not contain beef.

B. If a sample tests positive for a microbial hazard, MSA expects establishments to: (1) take corrective and preventive measures and conduct reassessments in accordance with 9 CFR Part 417 and (2) recall from commerce any product represented by that sample. Inspection program personnel will follow the instructions in FSIS Directive 5000.1 to verify that the establishment complied with 9 CFR part 417. The MSA Central Office (CO) will coordinate any recall activity.

Note: The cause of a positive finding in RTE product varies from case to case, based on the pathogen or toxin found, and the type of processing involved. Before making its determination, MSA will consider the entire situation. This includes whether some or all products produced under the same or a substantially similar HACCP plan have been affected, what pathogens or toxins are involved, whether there have been any other incidents of contamination in the establishment associated with the pathogen or toxin, and whether there have been persistent and recurring noncompliances in the establishment.

V. SAMPLING

What are the sampling procedures?

A. The regional MSA office will randomly select establishments for product testing each month, so that over a 12 month period all establishments producing RTE products, and not exempt under paragraph VI of this section, will have product sampled once per quarter. The regional MSA office will notify the inspector when to collect a sample from each plant.

B. Unless the establishment meets the criteria in section VI, randomly collect a sample from a RTE product category. The MSA supervisor ensures that different products are sampled each time sample requests are received. **NOTE:** It is not necessary to routinely collect lard, margarine or lard margarine, mixtures of rendered animal fats, popped pork skins, pork rinds, or dried soup base samples. If a requirement for a sample is received and the only RTE product(s) produced by the establishment under the designated process code is one of these products, the IIC should notify the regional office. If MSA deems it necessary to sample these products in the future, an MSA form 50-1 will be sent with special notation regarding the sampling of one or more of these products.

C. Provide the establishment management enough time to hold all product the establishment determines to be represented by the sample, i.e., the sampled lot. Coordinate with the establishment management to determine at what time to provide the notification. In some cases, inspec-tion program personnel may need to inform the establishment a number of hours or days in advance, such as for establishments operating under an extended clean-up or because of the production process involved (e.g., the production of dry and semi-dry fermented sausages.)

D. If possible, only collect and mail the samples from the establishment's current day's production that has passed the establishment's pre-shipment record review (see § 417.5(c)). If not possible, such as in establishments where production is held off-site prior to completion of the pre-shipment record review, or the pre-shipment review is performed at a later date, collect samples of the current day's production, refrigerate or freeze them, keep them in a secure location, and postpone mailing the samples until the pre-shipment record review is complete, and the product is eligible for shipment. After the establishment completes the pre-shipment review, inspection program personnel should prepare the samples to be sent to the laboratory the next day.

E. Complete MSA form 50-1 for the sample. The TDH laboratory will discard any samples with incomplete forms.

F. Record the sample collection as a performed, unscheduled 05B02 on the PBIS Procedure Schedule.

VI. Verification of Establishment Testing

When should samples not be collected?

Unless otherwise instructed, inspection program personnel should not collect samples at an establishment that:

A. At a minimum, tests one RTE product per HACCP plan for the pathogens and toxins discussed in paragraph IV. A. once a month; or

B. At a minimum, tests one RTE product per HACCP plan for the pathogens and toxins discussed in paragraph IV. A. once every 3 months provided that the establishment:

1. conducts on-going food contact surface and non-food contact surface testing for indicator organisms such as Listeria spp., and

2. conducts targeted product testing for L. monocytogenes, when there is a positive result of Listeria spp. on a food-contact surface.

NOTE: MSA expects that the protocol for such testing will address issues such as the frequency of sampling, randomness of sampling, the recording of results, and actions the establishment will take in the event of a positive finding. FSIS is not prescribing the frequency of the on-going Listeria spp. testing or the targeted product testing. Establishments will need to develop a scientifically based frequency for this testing. The scientific basis can include: recommendations from scientific experts; scientific journal articles; FSIS guidance materials; and establishment history. Inspection program personnel should contact their supervisor or the MSA CO when they have questions. MSA also expects the protocol to include the laboratory methodology. The laboratory detection methods for environmental samples should be AOAC-validated for that specific application or, alternatively, validated to be equivalent or greater in sensitivity when
compared to the current FSIS Listeria method. The laboratory detection methods for product testing should be validated to be equivalent or superior in sensitivity when compared to the current FSIS Listeria method. The FSIS methodology can be found in the Microbiology Laboratory Guidebook, 3rd Edition/1998, Chapter 8, "Isolation and Identification of Listeria
monocytogenes from Red Meat, Poultry, Eggs, and Environmental Samples" (Revision 2; 11-08-99).

For an establishment conducting the testing above, under the correct ISP activity code verify as appropriate that:

1. the testing protocol for product samples is incorporated into the establishment's validated HACCP plan as specified in 9 CFR 417.2 as an on-going verification activity.

2. the testing protocol for food contact and non-food contact surface is incorporated into the establishment's Sanitation SOP's as specified in 9 CFR 416.12. NOTE: An establishment may choose to incorporate this testing into a validated HACCP plan.

3. the appropriate documentation is present to support the establishment's testing protocol in its facility (see 9 CFR 416.16 and 417.5).

4. the appropriate preventive and corrective actions are taken in accordance with 9 CFR 416.15 and 417.3 (See FSIS Directive 5000.1 Part II, Section III, Paragraph B.3 and Part III, Section III Paragraph B.2.). **Note**: Do not issue a Noncompliance Record (NR) just because there has been a positive sample result under an establishment's sampling protocol. The preventive and corrective actions should address the procedures the establishment will follow. Non-compliance occurs when the establishment fails to address the positive result or to implement the corrective and preventive actions.

5. If the establishment does not meet the criteria above, collect the sample.

VII. FSIS Test Results

A. *What happens when an MSA sample tests positive?*

1. If an FSIS sample tests positive for microbial hazards, the CO provides the IIC with the information necessary to complete a NR. The IIC documents the procedure as unscheduled on the Procedure Schedule and, in Block 8 on the NR, records the appropriate 03 ISP code and checks the "verification" trend indicator. In Block 10 on the NR, the IIC includes:

a. the sample collection date,
b. the product name,
c. the production or lot code,
d. the organism or toxin found,
e. sample request form number,
f. whether the establishment shipped product from the sampled lot.

2. The IIC provides a copy of the NR to the establishment, files another copy in the government office, and forwards a copy to the regional office after the NR has been closed.

B. *What actions will inspection program personnel take when the sample result is positive?*

1. Perform an 02 procedure on the product's HACCP plan and procedures 01B01 and 01C01 on the establishment's Sanitation SOP covering the time period from when the sample was collected to the present (see FSIS Directive 5400.5).

a. If the establishment has not stopped producing and shipping adulterated product, inspection program personnel should follow the instructions in FSIS Directive 5000.1, Part II, Paragraph III, C., 1.

b. If the establishment has stopped producing and shipping adulterated product, inspection program personnel should follow the instructions in FSIS Directive 5000.1, Part II, Paragraph III, C. 2.

2. Inspection program personnel are to verify that the establishment takes corrective and preventive actions in accordance with 9 CFR 416.15 and

417.3. NOTE: If there is a positive for *L. monocytogenes* and the HACCP plan does not already provide for the control of *L. monocytogenes*, absent substantial, scientifically supportable reasons, MSA would expect the establishment to modify the HACCP plan in question to incorporate appropriate controls for *L.monocytogenes*.

3. The CO will make a determination, based on consideration of the policy issues discussed in paragraph IV. regarding the necessity of enforcement actions and instruct inspection and enforcement personnel as needed (see 9 CFR Part 500).

VIII. MSA FOLLOW-UP SAMPLING

When and how are follow-up samples taken?

A. If an MSA sample of an establishment's RTE product tests positive for a pathogen or toxin, inspection program personnel may conduct follow-up sampling to verify the continued effectiveness of the establishment's corrective and preventive action in accordance with 9 CFR 417.3. To verify the continued effectiveness of the establishment's corrective and preventive actions, inspection program personnel should begin collecting HACCP verification samples after the establishment has implemented its appropriate corrective and preventive actions in accordance with 9 CFR 417.3.

B. To determine the number of samples to collect, inspection program personnel should consider what caused the positive result and the corrective and preventive actions taken. For example, in some situations the reason for a positive result may be directly linked to the fact that the product tested had been undercooked because of a mechanical malfunction. In this case, inspection program personnel may decide that the reason is obvious, the establishment's corrective and preventive actions are sufficient, and to collect only one or two follow-up samples. In other situations, the reason for a positive result may be less obvious and the effectiveness of the corrective and preventive actions less clear.

In such cases, inspection program personnel may decide to collect follow-up samples from subsequent production lots more frequently up to taking samples from 10 lots. This is not to imply that each of the next 10 lots should be tested, but until up to 10 additional samples are collected, inspection program personnel should randomly select lots from the next 20 or 30 lots for collection before returning to normal sampling cycle. For technical assistance in making a determination, contact the Division Director or Assistant Division Director.

NOT-READY-TO-EAT/READY-TO-EAT TABLE

TYPE	CLASS	PROCESSING CATEGORY ISP CODE	REG REQUIRED SAFETY LABELING	WHAT THE HAZARD ANALYSIS/HACCP PLAN MAY ADDRESS
A product containing a meat/poultry product (in whole or in part) which **has not** received a lethality treatment for pathogens (i.e. raw or partially cooked product).	NRTE	C Raw Product Ground – ISP 03B C Raw Product Not Ground- ISP 03C C Not Heat Treated Shelf Stable - ISP 03E C Heat Treated - shelf stable - ISP 03F C Heat Treated but not Fully Cooked Not Shelf Stable - ISP 031 CProducts with secondary inhibitors Not Shelf Stable - ISP 031	Product must be labeled with statements such as keep refrigerated, keep frozen, or refrigerate leftovers. Use of Safe Handling Instruction (SHI) labeling required.	C Use of SHI labeling (some establishments may have a CCP for SHI labeling application) If it is not obvious that the product is raw and needs to be cooked: C Features on labeling are conspicuous so that intended user is fully aware that product must be cooked for safety. This is best conveyed through the product name (e.g., "Cook and Serve") but may also be conveyed by the use of an asterisk on the product name that is associated with a statement on the principle display panel, or by a burst stating such things as "needs to be fully cooked," "see cooking instructions," or "cook before eating." C Validation that: a. Cooking and preparation instructions on the product are sufficient to destroy pathogens. b. Instructions are realistic for the intended consumer.
A product containing a meat/poultry component that **has** received a lethality treatment for pathogens in combination with non-meat/poultry components that **need** to receive a lethality treatment by the intended user. This includes meals, dinners, frozen entrees.	NRTE	C Heat Treated but not Fully Cooked Not Shelf Stable - ISP 03H	Product must be labeled with statements such as keep refrigerated or frozen. Use of SHI labeling is recommended.	C Validation that: a. The meat/poultry component received an adequate lethality treatment for pathogens. b. Cooking and preparation instructions on the product are sufficient to destroy pathogens. c. Instructions are realistic for the intended consumer. C Features on labeling are conspicuous so that intended user is fully aware that product must be cooked for safety. This is best conveyed through the product name 9e.g., "Cook and Serve") but may also be conveyed by the use of an asterisk on the product name that is associated with a statement on the principle display panel, or by a burst stating such things as "needs to be fully cooked," "see cooking instructions," or "cook before eating." C If necessary, hazard analysis should address whether instructions on the label are needed related to cross-contamination (e.g., avoid contact of contents) and prevention of pathogenic growth (e.g., promptly
A product containing a meat/poultry component that **has** received a lethality treatment for pathogens that may or may not be in combination with a non-meat/poultry component that does **not** need to receive a lethality treatment by the intended user.	RTE	C Not Heat Treated Shelf Stable - ISP 03E CHeat Treated Shelf Stable - ISP 03F C Fully Cooked Not Shelf Stable - ISP 03G C Products with secondary inhibitors Not Shelf Stable -	If the product is not shelf stable labeling such as keep refrigerated or frozen is required.	C See part 417 of the meat and poultry regulations.

B. **Microbiological Sampling of Carcasses and Raw Ground Product for Salmonella sp.**
(This protocol applies only to slaughter and processing under inspection)

Beef, swine, or chicken carcasses; and ground beef, ground chicken, or ground turkey are to be tested for *Salmonella sp.* as requested by MSA Central Office. Sampling techniques described in appendix E of the Pathogen Reduction/HACCP Regulation are to be followed.

Carcass samples are to be collected from the slaughter category that has historically predominated in the plant's slaughter activities.

Carcass Type	# Samples	# Positives Allowed	Probability of Passing (%)
Steer/Heifer	22	0	80.2
Cow/Bull	31	1	79.6
Hog	10	1	78.6
Chicken	16	4	79.8

If an establishment slaughters cattle, chickens, or turkeys and subsequently grinds the meat or poultry from slaughter, sample the ground product, not the carcass. If the establishment **only** grinds boxed product and does not slaughter cattle, hogs, or chickens, sample the ground product with the highest risk of containing Salmonella sp. The highest risk ground product of the three being currently sampled is ground turkey, followed by ground chicken, followed by ground beef. If the establishment **only** grinds boxed product **but also** slaughters cattle, hogs, or chickens, sample the carcass of the slaughter category that predominates.

Product	# Samples	# Positives Allowed	Probability of Passing (%)
Ground Beef	11	1	80.3
Ground Chicken	16	8	75.5
Ground Turkey	14	8	79.0

When the sample set is to be collected, collect 1 sample each day of inspected slaughter of the predominant slaughter category until the requisite number of samples has been acquired. Likewise, when ground product is to be collected, sample each day that the appropriate product is ground under inspection until the requisite number of samples has been acquired.

Samples will be collected and processed according to the following procedure:

C Sample collection and shipping will be in accordance with procedures outlined in USDA's FSIS Directive 10,230.5, dated 2-4-98 "Self-Instruction Guide for

Collecting Raw Meat and Poultry Product Samples For *Salmonella* Analysis" for slaughter operations. Carcass samples will be collected and shipped on Mondays or Tuesdays to arrive at the Texas Department of Health - Bureau of Laboratories (TDH-BL) and begin testing the next day (Tuesday or Wednesday). Ground product samples will consist of 1/4 to ½ lb of product collected aseptically after the final grind, just prior to packaging. The product will be placed in a sterile plastic bag and placed in a pre-chilled shipping container containing a refrigerant and shipped to TDH-BL via first class mail.

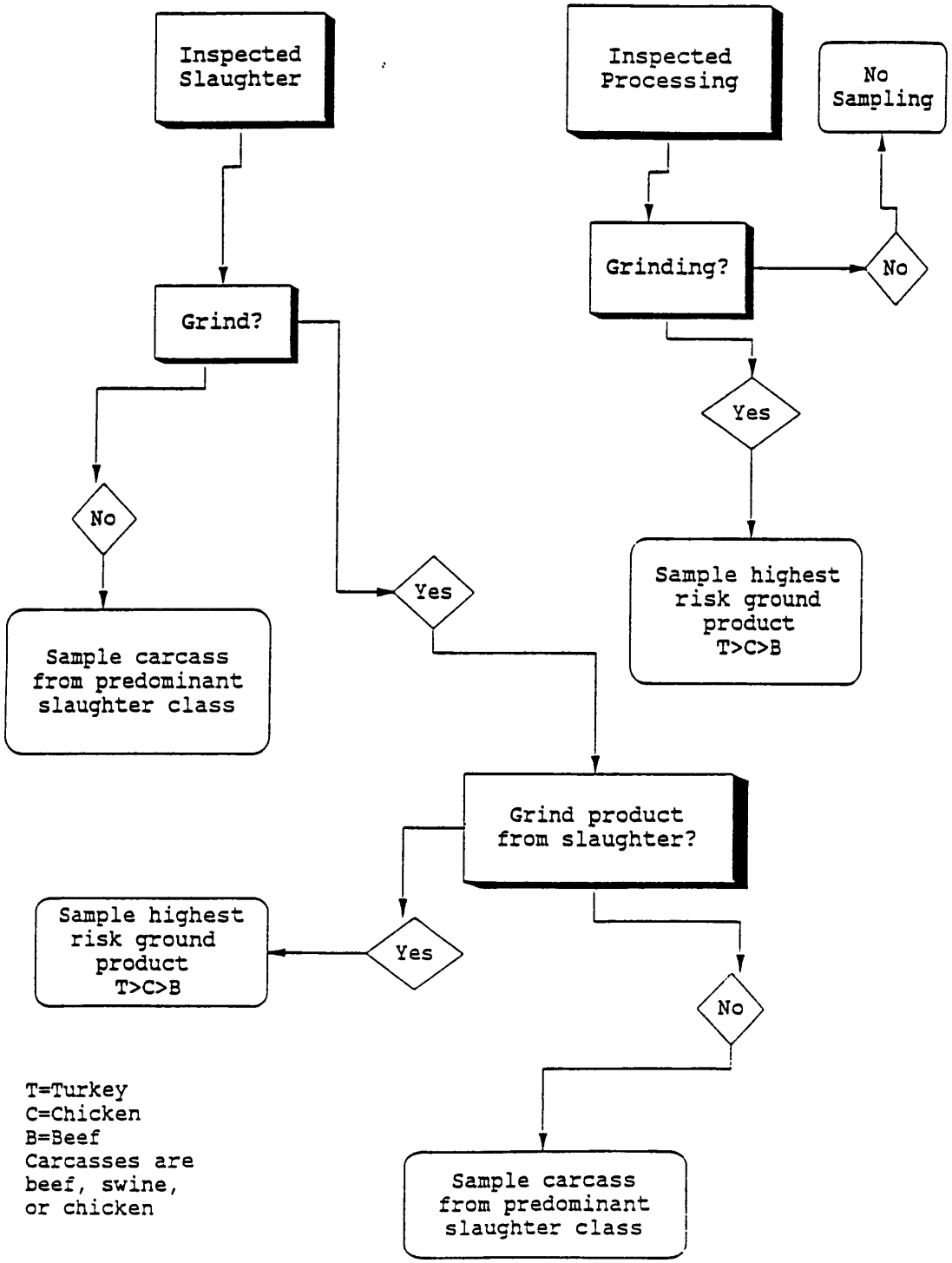
C After a sample set is completed for a specific establishment, the Director will forward lab reports to the regional program manager who will notify the plant management of the results, or

C Samples may be tested on site using BioControl Systems, Inc.'s 1-2 Test for detecting *Salmonella sp.*

- Samples that test negative will be reported as negative to the MSA Central office
- Media of samples that test positive will be sent by next day delivery service to TDH-BL for confirmation
- TDH-BL will report the results to the Director of the Meat Safety Assurance Division (MSA)

@ If a plant's sample set meets the performance standard, the plant is returned to ongoing random testing. If the sample set for a plant fails to meet the performance standard the sample set is expanded to the sample size specified in 9 CFR 310.25(b). If the expanded sample set meets the performance standard, the plant is returned to ongoing random testing. If the expanded sample set fails to meet the performance standard an NR is written and the plant is placed on establishment specific targeted testing; the Division Director determines the scheduling for the next sample set, usually within 30 days of notification that the plant failed to meet performance standards. If a plant fails to meet the performance standard a second time, an NR is written and the establishment is asked to submit written assurances detailing the action taken to correct the HACCP system, and as appropriate, other measures to reduce prevalence of pathogens. Collection of a third sample set is started to verify that the plant's actions were effective. If the sample set still fails to meet the standard, operations may be suspended after giving the plant an opportunity for a hearing. If the plant's sample set meets performance standards, the plant is returned to ongoing random testing.

Salmonella sp.
Sampling Flowchart



Section 13

REQUIRED PERMITS

Liquid Waste Disposal From Meat Processing Plants

All amenable meat processing plants should provide written approval of their liquid waste disposal practices from either the Texas Natural Resource Conservation Commission (TNRCC), if over 5,000 gallons per day, or Local Health Department, if under 5,000 gallons per day, in accordance with the following guidelines:

1. Those installations discharging effluent to the waters of the state are required by law to secure a permit from the TNRCC. For such establishments, a permit from the Texas Water Quality Board (or the Texas Water Commission) dated after September 1, 1975 will be sufficient proof of the adequacy of the disposal system.

2. Many small packing plants treat wastes in a septic tank system and then utilize a subsurface soil absorption system for waste-water disposal. Responsibilities for such facilities belong to the local or county health department. Also, in those counties or portions of counties covered by county or TNRCC septic tank control order, the owners should contact the licensing agency.

3. Some meat packers in rural areas utilize retention ponds and similar setups as waste-water holding facilities and then dispose of liquid waste by irrigation of farm and pasture land when disposal becomes necessary. All such facilities must conform to the requirements of "Regulations Concerning the Disposal of Wastes from Meat Processing Operations" adopted by the TNRCC (formerly the Texas Water Quality Board) on September 1, *1975.* The TNRCC should have a copy of this regulation on file.

4. In those rural areas where a local health department is not available, assistance should be sought from the local municipal or county engineer.

5. If local agencies are unable to provide approval for waste disposal systems, the plants should apply for an industrial low potential permit from the TNRCC. Applications may be obtained by calling the Texas Natural Resource Conservation Commission application unit at (512)239-4441.

Permit to Remove Inedible and Condemned Denatured Materials

Each establishment must have a permit from the Texas Animal Health Commission authorizing the removal of inedible and condemned materials (see Section 14.12 of the Manual). Such permit should be in the inspector's plant file. Plant management should obtain this permit by letter of request to the Texas Animal Health Commission, P.O. Box 12966, Austin, Texas 78711-2966. Such letter should include the following:

1. Name and location of the plant producing the materials.

2. A statement that materials will be removed in leak-proof and covered containers.

3. Name and location of the facility where disposal of such materials will be made.

Section 14

ORGANIZATION AND MAINTENANCE OF IN-PLANT MEAT INSPECTION FILES

1. INTRODUCTION

There are many phases to the job of a Texas State Meat Inspector, all of which require a high degree of efficiency of performance in the interest of public health. Since Texas State Meat Inspectors are held accountable for their performance by the Texas Department of Health, the United States Department of Agriculture, and the Public in general, it is extremely important that they keep adequate records in an efficient, orderly file.

2. OBJECTIVE

It is the objective of the policy to set uniform standards for the organization and maintenance of in-plant Meat Inspection files for the Texas Meat Safety Assurance Program.

3. PURPOSE

The purpose of this policy is to: define the responsibilities of Inspectors-in-Charge and Supervisors; and establish criteria for achieving well organized, well maintained, and uniform in-plant files.

4. RESPONSIBILITIES

This policy will make Inspectors-in-Charge responsible for organizing and maintaining filing systems in all assignments which will be uniform throughout the State of Texas.

Supervisors will be responsible for evaluating filing systems and enforcing uniformity of the Policy.

5. THE FILING SYSTEM

There is certain documentation which applies to all meat packing facilities regardless of Grant status, size, or volume of production. They will be indicated for "All Plants." Others will apply only to certain types of plants (Inspected combination, slaughter only, processing only, custom exempt, etc.) and it will be left up to the determination of the supervisor as to their applicability to a particular establishment.

FILE FOLDER #1: ALL PLANTS

This folder will be labeled #1 "Filing Policy" and will contain this FILING POLICY. This Filing Policy will act as the table of contents and quality assurance check list for minimum requirements of the plant file.

FILE FOLDER #2: ALL PLANTS

This folder will be labeled, #2 "Establishment Folder". The "Establishment Folder" will contain the following documentation in the order that it is given:

a. Grant of Inspection and/or Exemptions (MSA-55) and a copy of application.

b. Work Schedule Agreement (MSA-56). (Except CE Plants)

c. Water Certification

   1) Current water certificate (Lab report).

   2) Letter of certification from water system approving authority (City, County, etc.).

   3) Letter from management confirming non-use of non-potable water.

d. Sewer System Approval Letter from approving authority (City, County, etc.).

e. Letter from management stating number(s) and location of Back Siphonage Devices. This letter must be updated yearly giving dates that devices were checked for proper function.

f. Inedible Removal Permit (Texas Animal Health Commission).

g. List of Acceptable Equipment.

h. Plant Profile - For inspected establishments only, include a memorandum on an 8 ½ " x 11" sheet of paper explaining where blueprints or plot plan showing boundary of office premises are filed.

FILE FOLDER #3: ALL PLANTS

This folder will be labeled #3 "Chemical Usage" and will contain the following documentation in the order that it is given:

a. Letter from management stating that they will notify the Inspector-in-Charge if any new chemicals are brought into the plant. Letter must also state that new chemicals will not be used until the IIC has checked them for acceptability.

b. List of Chemicals used in the plant. This list must contain: Product Name, Manufacturer, Usage Code.

c. Letters of approval for any chemicals not labeled for use in food preparation areas or facilities.

FILE FOLDER #4: ALL PLANTS

This folder will be labeled #4 "Letters of Guarantee", and will contain the following information in the order that it is given:

a. A letter from management stating that they will notify the IIC if any new non-meat food ingredient or packaging material brought into the plant and will not be used until an acceptable Letter of Guarantee has been filed with the IIC when required.

b. A current list of non-meat food ingredients used or stored in the plant.

c. Acceptable Letters of Guarantee for all non-meat food ingredients and all packaging materials. Letters of Guarantee are not required for ingredients prepared, packaged, labeled, and sold to public for use in foods - items such as consumer size salt, pepper, and spices. Letters of Guarantee are required for bulk packaged items.

FILE FOLDER #5: ALL PLANTS

This folder will be labeled #5 "Pest Control" and will contain the following information, as applicable to the plant, in the order that it is given:

a. Letters of Contract or Commitment

1) Pest Control Schedule & Data Sheet, MSA-78

2) Letter from Pest Control Company (if commercial applicator is used).

NOTE: If a commercial applicator is used most establishments will still need to submit a letter for plant use of approved knock-down sprays in edible areas.

3) Letter from plant management (if plant performs own applications).

4) Statements from Management declaring:

a) Use or Non-use of residuals; and

b) That IIC will be notified prior to proposed use of residuals.

c) Labels from all approved pesticides used.

d) A current Rodent Bait Box Map.

FILE FOLDER #6: INSPECTED PLANTS

This folder will be labeled, #6 "Approved Labels", and will contain Final Label Approvals. A list of final label approvals will be attached to the left inside cover of the folder, and will list the labels by an IIC assigned number. The number will also be placed in the extreme upper right hand corner of the corresponding Z-1 form. The IIC assigned number will consist of the official establishment number and an in-line number determined by chronological order of approval of the finals.

EXAMPLES:

000-1 - Pork Sausage
000-2 - Multi-Purpose
000-3 - Beef Patty - deleted - refer to 000-15
000-4 - Hamburger
000-5 - Smoked Ham - deleted - not replaced
000-6 - Polish Style Sausage

This system will give a running history of approved labels and will be computer adaptable.

FILE FOLDER #7: INSPECTED PLANTS

This folder will be labeled, #7 "Label Sketches", and will contain the following information:

a. A list of sketches which have been submitted and are awaiting return from the labels office. The list will consist of the date of submission, and the product name. This information will be deleted upon return of the approved sketch.

b. Sketch approvals which are awaiting final approval. Sketch approvals will be deleted and destroyed upon return of the final approval.

SUBSEQUENT FOLDERS: AS NECESSARY FOR THE ESTABLISHMENT.

All subsequent folders, as deemed necessary by the supervisor, will be labeled with the number and name of the MSA form contained, and will be filed in numerical order of the form.

EXAMPLE:	MSA-28	Temperature and Weight Record
	MSA-29	Pork Certification
	MSA-30	Security Items Record

The following files will be mandatory in all inspected plants:

MSA-17	Non-Compliance Record - Kept in a Binder
MSA-30	Security Items Record
MSA-53	Work Report
MSA-59-1	Establishment Review
MSA-59-2	and Evaluation

The MSA-52 Employee Work Record will be maintained in the inspector's headquarters plant.

CONCLUSION:

This policy will represent a minimum requirement and may be enhanced by additional documentation, as deemed necessary by the supervisor, for a particular situation, or as a Regional requirement. Added documentation will be filed in a position after the minimum requirement.

EXAMPLES:

Regional forms, correspondence, training material.

REGIONAL FILES

@ Plant files maintained in the MSA Regional Offices will contain the following copies:

Application For Grant of inspection
Grant of Inspection
Work schedule agreement
Plant profile
Establishment review and evaluations conducted by the supervisor and/or veterinarian
Corrective actions for deficiencies identified during establishment reviews
Any correspondence to or from the plant

Section 15

MSA RECORDS / RETENTION SCHEDULE

Below is a list of MSA forms, a brief explanation of the form and the retention period. This list should be referred to regarding retention and deletion of records.

MSA - 1	Employee Standards of Conduct Certification	Form is used to certify compliance with Employee Standards of Conduct.	One Year
MSA - 2	Certification of Single Federal Award	Form is used to certify that Division is compliant with Budget Circular A-87.	Three Years
MSA - 3	Drug-Free Workplace Employee Certification	Form is used to ensure that employee understands the conditions of employment with the State of Texas.	Three Years
MSA-12	Application for Construction Permit	Form is used to obtain information needed for issuance of Construction Permit under the Texas Renderers Licensing Act	Maintained in the central office establishment file until establishment has been out of business two years.
MSA-13	Application for Operators License	Form is used to obtain information needed for issuance of Operators License under the Texas Renderers Licensing Act	Maintained in the central office establishment file until establishment has been out of business two years.
MSA-17-2	Non-Compliance Record (NR)	Used to document non-compliance found during the performance of PBIS Procedures	Two Years
MSA 17-2C	Non-Compliance Record Continuation Sheet	Used when necessary to fully describe non-compliance identified on a MSA-17-2	Two Years

	MSA -22	Credit Card Calls	Used by Compliance Officers to maintain record of credit card calls.	One Year
	MSA-25	Preliminary Notice of Detention	Used by Compliance Officers to detain suspect articles.	Three Years
	MSA-27	Notice of Termination of Detention	Used by Compliance Officers to terminate the articles described in MSA-25.	Three Years
	MSA -28	Temperature & Weight Record	In-plant record for inspector's use in recording product temperatures and shrinkage to monitor adequacy and frequency of procedures.	Three Months
	MSA -29	Pork Certification Record	Used to verify times and temperatures necessary to destroy possible trichina in pork.	Six Months
	MSA -30	Security Items Record	Used to record the use of tags and seals by inspector and corrective actions taken by plant.	Discard after last entry on log is used.
	MSA -33	Laboratory Sample	Used to record product samples submitted to and received from the laboratory.	Discard after effective use is accomplished.
	MSA -39	Score Sheet for Boneless Manufactured Meats	Used to record defects upon inspection of random samples of meat products to determine acceptance or rejection of such product.	Twelve Months
	MSA -40	Net Weight Report	Form is used as a worksheet when checking actual meat and meat product weights as compared to stated label weights to ensure that consumers receive at least that amount of product stated on the label.	Twelve Months
	MSA -48 MSA -48-2 MSA -48-3	Processing Procedures for Cured, Cooked and/or Smoked Pork	The MSA-48 series is used for the procedures and lab analysis of smoked pork to ensure compliance with requirements.	Keep current copy of processing procedures in plant file. Discard obsolete procedures.
@	MSA-49	STOP/FAST Record	Used to record STOP/FAST test results	24 Months

MSA-50-1	Microbiological Laboratory Analysis	Form accompanies meat samples to the TDH lab indicating which tests are necessary to determine compliance.	One Year
MSA -50	Chemical Laboratory Analysis	Form accompanies meat samples to the TDH lab indicating which tests are necessary to determine compliance.	One Year
MSA - 51	Corrective Measures-Non - Compliant Products	Whenever a lab report is received indicating a product out of compliance the inspector uses this form to document corrective measures taken to assure future compliance.	Three Months
MSA -52	Employee Work Record	Form is used as a time and location itinerary for inspection personnel.	Four Years
MSA -53	Work Report	Form is used by meat inspectors to log slaughter production, condemned meat products, and any overtime and appropriate charges.	Three Years
MSA -54	Application for Texas Meat and Poultry Inspection or Exemption	Form is used to obtain information needed for issuance of Grant of Retail / Custom Exemption.	Maintained in plant file until plant has been out of business two years.
MSA -55	Grant of Inspection	Form is used to issue a Grant of Inspection and/or Retail/Custom Exemption	Two years after plant has gone out of business.
MSA -56	Standard Work Schedule Agreement	Form is used to establish a contract between MSA and plant management for hours in which inspection will be given.	Maintain until replaced by new agreement changing hours and/or days.
MSA - 57	Voluntary Suspension or Withdrawal of Service	Form is used to serve official notice to State inspected establishments that their Grant has been suspended or withdrawn.	Two Years

MSA -58	AQL Score Sheet	Acceptable Quality Level score sheet is used in inspecting selected samples and identifying defects according to standardized criteria. It also provides valuable information on origin, extent and nature of carcass contamination.	Three Months
MSA-59-i	On-Site Survey Checklist	Form used by Supervisors to review new establishments prior to conveying a Grant of Inspection.	Two Years after plant has closed or Grant of Inspection withdrawn
MSA -59-1 MSA -59-2 MSA -59-3 MSA -59-4	Establishment Review and Evaluation	Form is used by MSA representatives to review and evaluate each establishment operating under State inspection or custom exemption.	File for three years. Discard records over three years beginning of 4th fiscal year. File partial reviews for one year.
MSA -60	Check for Accuracy of Labels	Form is used to check accuracy of label before submittal to MSA for approval.	Discard after label is reviewed.
MSA -61	Statement of Intent	Form is used to express intent of plant management following a review of facilities.	One Year
MSA -62	Report of Alleged Violations	Form is used by regional MSA Manager to report alleged violations of the Meat & Poultry Inspection Act .	One Year
MSA -63	Inspection Incident Report	Form is used to document unacceptable incidents so that proper future action may be taken.	Three Years
MSA -64	Disposition Record	Form is used by the MSA veterinarian to record the disposition of livestock or carcasses of livestock identified as a suspect by the MSA inspector.	Two Years

MSA -64-1	Condemnation Record	Form is used by the MSA inspector to preclude use of adulterated products unfit for human consumption.	Two Years
MSA -65	Authorization Certificate	Form is used to authorize the brand manufacturer to make brands for plant and keep inspectors informed as to the number of brands currently being used.	Permanent record while brand is being used.
MSA -66	Staffing Chart	Used to provide staffing and production information to Central MSA Office. Submitted annually on March 1.	One Year
MSA-66-1	Worksheet	Used to determine inspection requirements for each plant. Completed annually.	Two Years
MSA-67	Plant Profile	Used to provide information about each inspected establishment	Discard when new form is prepared; new form completed annually.
MSA-67-1	Establishment/Shift Inspection Procedure Worksheet	Used to identify procedures required in HACCP establishments	Discard when new form is prepared; new form completed annually.
MSA -68	Certificate of Wholesomeness for Texas Game Meats	Form is used to reassure proper authorities that product has been inspected and passed by the State of Texas.	Three Years
MSA -69	Health Certificate for Texas Game Meats	Form is used for exportation of wild game products. Certifies that product has been inspected and passed by the State of Texas.	Three Years
MSA -70	Application for Export Certification	Form is used for exportation of wild game products. Certifies that product has been inspected and passed by the State of Texas.	Three Years

	MSA -71	Drug Certification for Exotic Game Animals and Alternate Animal Species	Used to certify which, if any, drugs have been administered to exotic game offered for slaughter.	One Year
	MSA -74	Identification Tag - Ante Mortem	Tag is used by inspector to document conditions of livestock at ante-mortem inspection or by the DVM to document post-mortem findings of suspect livestock.	Not Applicable
	MSA-76	Tuberculosis Survey	Used by inspectors to report tuberculosis surveillance data of exotic species slaughtered	Discard after information entered into database (central office)
	MSA-77	Official Custom Exempt Record Book	Used by custom exempt operators to record livestock slaughtered and/or processed NOT FOR SALE.	Two years after date of last entry
	MSA-78	Pest Control and Data Schedule Information	Used to record information regarding application of pesticides.	Must be kept current, retain 2 years after grant is withdrawn.
@	MSA-80	Label Audit Request	Used to request and record results of label audits.	2 Years
@	MSA-81	Review Log	used to list establishment reviews performed	2 Years
	MSA -100	Retained Tags	Inspectors use to reject equipment/areas or to retain product	After each use & record of use on documentation on MSA-30.
	MSA-511	Review and Compliance Record	Used by compliance officers to document reviews	After files is closed plus 3 years

Z-1	Application for Label Approval	Application must be submitted by plant managers for each new product for approval of product formulation and labeling features.	Maintain"sketch" approvals until final approval or one year. Maintain "final" approvals until deleted for non-use or approval rescinded.

Section 16

SAFETY

Workplace Safety

Federally inspected plants must comply with FSIS Directive 4791.6 "Emergency Procedures in the Workplace" which requires, among other things, that all plant exits be marked with illuminated signs (Paragraph X. C. 1.).

While all MSA personnel should be familiar with this directive and referenced directives, it is noteworthy that this directive was developed for large establishments with multiple employees and it is not fully applicable to small establishments in the state MSA program. However, the question of plant safety cannot be ignored. The following rules regarding in-plant safety will be applicable in plants operating under MSA program grants of inspection. Although not mandated for Custom Exempt plants, owners of these plants should be encouraged to follow them on a voluntary basis.

1. All designated plants exits will be identified with readily visible "Exit" signs.

2. Doors, passages or stairways which may be mistaken for exits should be clearly marked "Not An Exit".

3. All doors identified as exits must be capable of being opened from the inside.

4. The IIC should post a diagram of the plant showing fire evacuation routes in a conspicuous place in the inspection office. In plants where there is no inspection office the plant diagram should be posted in the area where the inspection files container is maintained.

5. IICs should record all safety variations observed when completing the facilities and equipment section of the Establishment Review and Assessment Worksheet on the MSA form 59-1 and 59-2.

6. Inspectors should report all unsafe working conditions observed to their supervisor.

The Occupational Safety and Health Administration (OSHA) standard “The Control of Hazardous Energy (lockout/tagout)” covers the inspecting, servicing, and maintenance of red meat and poultry plants’ machines and equipment in which the unexpected start up of machine or equipment, or release of stored energy could cause death or injury to plant employees and/or inspectors.

The Texas Department of Health - Meat Safety Assurance Division is committed to ensuring as safe a working environment as possible for its employees. Therefore, state inspected & custom exempt establishment managers must be advised of the requirement to implement lockout/tagout procedures in their establishments. Establishments should follow written procedures for lockout/tagout. The procedures should be written by responsible plant personnel to reflect the procedures in the plant.

Equipment in most state inspected establishments is powered electrically by plugging directly into a wall plug. In the case where the plug is visible to the inspector while performing pre-op inspection, the plant procedure may be as simple as "plant employee will unplug the equipment prior to pre-op inspection". In other cases where the plug or power source to the equipment is not visible, the use of actual lockout or tagout may be required.

Supervisors should train inspectors in lockout/tagout safety assessment using USDA material and FSIS Directive 4791.11 dated 06/19/96.

Regional Safety Program

Each Regional MSA Manager is responsible for establishing and maintaining a regional safety program. A sample safety program is attached at the end of this section.

TEXAS DEPARTMENT OF HEALTH
MEAT SAFETY ASSURANCE DIVISION
PUBLIC HEALTH REGION ___

On this day, ___/___/___, my supervisor,_____
_____, delivered to me a Safety Policy Guide containing TDH Safety Policy #L008 and the PHR MSA Safety Policy. I have been given an opportunity to read and discuss the guide with my supervisor. I now have a knowledge and understanding of the contents of these documents.

_____ _____/_____/_____
Employee Signature Date

_____ _____/_____/_____
Supervisor's Signature Date

MSA SAFETY POLICY

PUBLIC HEALTH REGION ___

ADOPTED **********

INTRODUCTION

Since the Texas Department of Health has recognized that its employees are its most valuable asset, and has adopted a State policy for the prevention of injuries and illnesses; it, therefore, becomes necessary for each program to develop safety policies structured to the prevention of hazards unique to the individual job. Meat Inspection has been recognized by the Regional Safety Committee as possibly the most hazardous of all programs in the Department. Meat inspectors are subjected daily to everything from traffic hazards to disease pathogens and, therefore, must be constantly aware of their surroundings.

OBJECTIVE

It is the objective of this policy to set standards for the completion of hazardous tasks with the lowest possible injury and job related illness rate. This policy will attempt to concentrate on the most severe hazards.

RESPONSIBILITIES

This policy will make the individual Meat Inspector responsible for maintaining an awareness of his surroundings and avoiding hazards when and where they are recognized on the job. It also makes the individual responsible for reporting injury or illness as required by the Department Policy.

HAZARDOUS TASKS - THE POLICY

1. Operation of Vehicles

   Meat Inspectors are subjected to traffic hazards every day that they are on duty, either driving to and from work or on patrol inspection. While operating vehicles, state or personal, on official state business, inspectors will observe all traffic laws including the wearing of seatbelts. There are no meat inspection emergencies that warrant risk of life.

2. Safety Apparel

a. Safety Helmets

Inspectors are continuously subjected to overhead hazards while performing official duties in plant work areas. While in plant work areas, inspectors will wear issued safety helmets. There will be no compromise or substitution for the wearing of safety helmets.

b. Knife Scabbards

Meat Inspectors are required to perform a number of procedures that require the use of a knife. It will be the practice of inspectors involves in tasks requiring the use of a knife to wear a knife scabbard when moving from station to station, or sat any time the knife is not in use. This practice should help prevent injuries to the inspector as well as persons working nearby. Inspectors should insist that plant personnel follow the same practice.

3. Operation of Plant Equipment

Much of the equipment used in meat plants presents hazards to the operators. Inspectors will, therefore, not operate any plant equipment , including vehicles owned by the plant. Inspectors must remember that their primary function is to observe plant personnel in their performance.

4. Safety Hazards in the Plant

There are many hazards which may develop in a meat packing plant, either from neglect or poor operation / management habits. Inspectors will be observant of safety hazards and / or unsafe practices which may exist in their assignments. They will report hazards to management and will require corrective action.

Inspectors - in - Charge will be responsible for coordinating with management the application of all official directives and regulations concerning safety in their assigned plants.

Inspectors will not be required to provide inspection service under unsafe working conditions. If unsafe working conditions exist, inspectors will have the responsibility to withhold inspection service from affected areas until management complies with safe working conditions.

Since hazards in plants may be many and varied, it is impossible to list them all. therefore, inspectors will need to rely on judgement and aid of supervisors in identifying these problems.

5. Ante Mortem Inspection

a. Ante mortem inspection presents the problem of unpredictable livestock. Even inspectors with many years of experience in handling livestock cannot predict the actions of livestock which are subjected to a new environment. Inspectors, under any circumstance, will not enter livestock pens or livestock trailers when livestock are present. If movement of livestock is necessary to perform ante mortem inspection, the inspector will require assistance from plant personnel.

Temperaturing suspect animal on Ante Mortem inspection sometimes presents special problems, especially if the animal is injured. Under all circumstances when temperaturing of suspect animals is required, inspectors will insist on assistance of plant personnel. When restraining areas or devices are inadequate, or when the comfort of an injured animal is involved, it will be the practice of inspectors to require plant personnel to perform the actual temperaturing under observation of the inspector. Under this circumstance the inspector will only perform the reading of the fever thermometer.

b. Post Mortem Inspection

Post mortem inspection subjects the Meat Inspector to a multitude of safety and health risks and requires that inspectors be constantly aware of surroundings and activities. Hazardous areas of post mortem inspection are as follows.

1) Overhead - (See policy on use of safety helmets 2a)

Inspectors will not be involved in the hanging of product to overhead supports, nor will they be involved in moving product which is hanging from overhead supports. When inspection procedure involves observation of carcasses, or parts, caution will be used to determine that hanging product is secure before making an approach. Inspectors will stay clear of hanging operations while i progress. It is not the duty of the inspector to assist plant personnel with hanging operations.

2) Use of knives and node hooks - (See policy on use of Knife Scabbards 2b)

A number of post-mortem procedures require the inspector to use a very sharp knife. Inspectors must be aware that the knife they are using is a potentially deadly instrument and treat it with great respect.

A firm grip and common sense are the keys to safe use of the knife. Knives must be kept sharp so incisions can be made without force. All incisions must be directed away from the body and extremities. When it is necessary to hold tissues to be incised, the node hook must be used. When cleaning the blade, the knife handle must be held firmly with the blade turned away from the body. Cleaning should be done with a towel or other device rather than the fingers. Inspectors must never grab at a falling knife, nor should they ever use a foot to break the fall. It should become second nature for the inspector to step back and let the knife fall.

3) Slick Floors

Slick floors are a constant hazard in post mortem areas. Moisture, meat scraps, fat particles, and grease residue are nearly always present during operations. Inspectors must take this into consideration when choosing footwear and opt for non-skid soles.

4) Loose Livestock

Occasionally, livestock will escape from the knocking restraint into the post mortem area. When such an incident occurs, the inspector's only obligation is to retreat to an area of safety until plant personnel can again restrain the animal. Inspectors will not take an active part in restraining loose livestock under any circumstance other that self-preservation.

5) Disease Pathogens

The contraction or dissemination of diseases and infections are an ever present possibility when performing post mortem procedures. Infections can come from exposure to zoonotic viruses or bacteria, exposure to disease carrying vectors, or from poor sanitation practices. Inspectors must be ever mindful of this possibility, especially when handling suspect tissues. When a zoonotic condition is suspected, the inspector must wear appropriate personal protection equipment. Masks, latex or plastic gloves, and goggles will be provided to the inspection personnel for such circumstances.

If an inspector sustains an open wound, regardless of the extent, care must be taken to receive proper first aid, and to avoid exposing the wound to animal tissues and to unsanitary areas. Inspectors should always avoid contact of the hands to the mouth and nose while performing post mortem procedures.

Pathological lesions such as abscesses should not be opened by inspectors unless specifically directed to do so by the veterinarian. When lesions are opened either by accident or by direction, care must be taken to properly sanitize contaminated instruments and hands, and to change contaminated clothing.

c. Processing Inspection

Processing inspection procedures probably present the least hazards to the Meat Inspector since most only require observation. There are a few hazards, however, that the inspector must consider. Most of these hazards have been covered in other areas, such as policies on use of safety equipment, overhead hazards, use of knives, and slick floors.

Another important hazard to consider when performing processing inspections is the movement of heavy boxes or lugs. Inspectors will require that these task be performed by plant personnel.

6. General

a. Congested Work Areas

1) Since many state inspected meat packing plants are small and compact, activity in congested work areas can become a safety risk to both inspectors and plant personnel The same hazards can also be found in larger plants with high volume production.

2) When moving from station to station in congested work areas, inspectors should make certain that their presence is known to others working in the area. Surprise movement must be avoided especially when walking behind someone who is using a knife or operating hazardous equipment.

b. Human Relations

Since meat inspection involves regulatory enforcement, meat inspectors are not always popular people. On rare occasions, the regulatory actions of the inspector may trigger ill feeling which can escalate to violent behavior by plant personnel, plant management, or a member of the public sector. It is, therefore, necessary that inspectors develop a demeanor that is firm, yet fair and courteous. Meat inspectors are neither trained nor obligated to handle a violent conflict, and must avoid reflecting a demeanor that may cause further irritation in a verbal conflict. The policy for safety in these situations is to retreat and let a third party of authority resolve the problem.

7. Performance Evaluations

With the adoption of the Department Safety Policy (TDH Policy L008), and this Regional Meat Safety Assurance Program, Inspector Safety Policy, the individual meat inspector's ability to perform safely will become an important part of the Employee Performance Evaluation.

CONCLUSION

A safe work environment is the responsibility of everyone involved. Common sense, common courtesy, and a conscious awareness of one's surroundings are the first defense against on-the-job injury or illness. These factors, coupled with strict adherence to documented safety policies should provide the safest possible work environment for meat inspection personnel.

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